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JIM EDGAR  
SECRETARY OF STATE



OFFICE OF THE SECRETARY OF STATE  
SPRINGFIELD, ILLINOIS 62756

February 16, 1982

TO: Holders of Secretary of State, Department of Personnel Pay Plan  
FROM: *Christopher P. Mariades*, Christopher P. Mariades, Director of Personnel  
SUBJECT: Amendments to Department of Personnel Pay Plan

Attached are amended pages to the Secretary of State, Department of Personnel Pay Plan which include revised pages 12, 13, 14 and 15. Effective February 16, 1982, the Department of Personnel Pay Plan, Part I, Section 11.00(e) is amended to provide for a Special Assignment Differential as outlined in Section 11.00(e)(3). Effective February 16, 1982, Part II, Section 1.00 is amended to establish the prevailing rate class of Refrigeration & Air Conditioning Repairer and to reclassify the class of Labor Foreman Maintenance to Maintenance Laborer Foreman.

If you have any questions regarding these amendments, do not hesitate to contact this office.

Attachment

DEPOSITORY  
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UNIVERSITY OF ILLINOIS  
AT URBANA-CHAMPAIGN



Work performed in excess of the normal work schedule as established by the department, but where that schedule is less than a forty (40) hour work week, shall be compensated at a straight time rate on either a cash or compensatory time off basis for all hours worked between the normal work schedule and forty (40) hours per week. Work in excess of forty (40) hours in a work week shall be compensated at time and one-half on either a cash or compensatory time off basis.

All employee overtime compensation shall be liquidated within forty-five (45) calendar days of its accumulation.

(3) Special Assignment Differential - For employees in the following class title responsible for changing the U.S. Flag and the Illinois Flag on top of the Capitol Building assigned to the Physical Services Department, Construction & Grounds Division, Yard Maintenance Section, a differential of 5% per month will be added to the base salary for the duration of the assignment. Persons presently occupying the position as outlined above shall receive the differential of 5% per month effective February 16, 1982. This differential will not affect the creditable service date.

Yard Maintenance Worker

(f) Part-time Work - Part time employees whose base salary is other than an hourly or daily basis shall be paid on a daily rate basis which will be computed from annual rates of salary and the total number of work days in the year.

(g) Out-Of-State Assignment - Employees who are assigned to work out-of-state on a temporary basis may receive an appropriate differential during the period of the assignment as approved by the Director of Personnel.

(h) Lump Sum Payment - Lump sum payment shall be provided for accrued vacation

and overtime at the current base rate to those employees separated from employment under the Secretary of State Merit Employment Code. Leaves of absence and layoffs are not separations and therefore, no lump sum payment may be given. The method of computation for lump sum payment is explained in Section 7.00 of this Pay Plan. Lump sum payment for an employee entitled to a shift differential will be based upon the current base salary plus the shift differential pay.

(i) Salary Treatment Upon Return From Leave - An employee returning from military leave, peace corps leave, vista leave, service-connected disability leave, leave to accept temporary, emergency, provisional, exempt or trainee position, or educational leave will be placed on the step which reflects satisfactory performance increases to which the employee would have been entitled during his period of leave. The employee's creditable service date will be maintained. An employee returning to his former Salary Grade from any other leave of over fourteen (14) calendar days will be placed at the step on which he was situated prior to his leave and his creditable service date will be extended by the duration of the leave.

## PART II - SCHEDULE OF RATES

An employee occupying a position for which the rate of pay is determined by one of the methods enumerated below shall be paid a wage as specified.

Section 1.00 Prevailing Rate - The rate of pay for each class and work locality certified as being correct by the Director of Labor and approved by the Director of Personnel; or as established under "An Act regulating wages of laborers, mechanics and other workmen employed . . . under contract for public works. Approved June 26, 1941, as amended." The following are prevailing rate classes:

- Asbestos Worker
- Maintenance Brickmason
- Maintenance Brickmason Foreman
- Maintenance Carpenter
- Maintenance Carpenter Foreman
- Maintenance Electrician
- Maintenance Electrician Foreman
- Maintenance Laborer
- Maintenance Laborer Foreman
- Maintenance Painter
- Maintenance Painter Foreman
- Maintenance Plumber
- Maintenance Plumber Foreman
- Maintenance Steamfitter
- Maintenance Tinsmith
- Maintenance Worker - Power Plant
- Refrigeration & Air Conditioning Repairer
- Stationary Engineer
- Stationary Fireman
- Tile, Marble and Terrazzo Helper

Section 2.00 Negotiated Rate - The rate of pay for a class in any specific area or department or in a specific area for a department as established and approved by the Director of Personnel (Secretary of State, Department of Personnel) after having conducted negotiations for this purpose as provided in Section 6a(6) of the Code.

(a) The negotiated rates of pay for all permanent employees in the following classifications wherever employed in the Office of the Secretary of State shall be as indicated:

|  |          |
|--|----------|
| Account Clerk I                        | Grade 4  |
| Account Clerk II                       | Grade 6  |
| Account Technician I                   | Grade 9  |
| Account Technician II                  | Grade 11 |
| Accountant I                           | Grade 12 |
| Accountant II                          | Grade 14 |
| Accountant III                         | Grade 16 |
| Clerk I                                | Grade 1  |
| Clerk II                               | Grade 2  |
| Clerk III                              | Grade 4  |
| Clerk IV                               | Grade 7  |
| Clerk Stenographer I                   | Grade 3  |
| Clerk Stenographer II                  | Grade 4  |
| Clerk Stenographer III                 | Grade 6  |
| Clerk Typist I                         | Grade 2  |
| Clerk Typist II                        | Grade 3  |
| Clerk Typist III                       | Grade 5  |
| Communications Network Controller I    | Grade 8  |
| Communications Network Controller II   | Grade 10 |
| Computer Operator I                    | Grade 6  |
| Computer Operator II                   | Grade 9  |
| Computer Operator III                  | Grade 12 |
| Computer Operator IV                   | Grade 14 |
| Computer Output Microfilm Operator I   | Grade 5  |
| Computer Output Microfilm Operator II  | Grade 7  |
| Computer Output Microfilm Operator III | Grade 9  |
| Computer Production Controller I       | Grade 6  |
| Computer Production Controller II      | Grade 9  |
| * Computer Production Controller III   | Grade 13 |
| * Computer Production Controller IV    | Grade 15 |
| Data Input Operator I                  | Grade 2  |
| Data Input Operator II                 | Grade 4  |
| Data Input Operator III                | Grade 5  |
| Data Input Operator IV                 | Grade 7  |
| * Drivers License Hearing Officer I    | Grade 14 |
| Duplicating Machine Operator I         | Grade 3  |
| Duplicating Machine Operator II        | Grade 5  |
| Duplicating Machine Operator III       | Grade 9  |
| Methods & Procedures Advisor I         | Grade 14 |
| Methods & Procedures Advisor II        | Grade 16 |
| Methods & Procedures Advisor III       | Grade 18 |
| Microfilm Laboratory Technician I      | Grade 7  |
| Microfilm Laboratory Technician II     | Grade 9  |

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OFFICE OF THE SECRETARY OF STATE  
SPRINGFIELD, ILLINOIS 62756

TO: Holders of Department of Personnel Pay Plan  
FROM: Christopher P. Mariades, Director of Personnel  
SUBJECT: Amendments to Secretary of State, Department of Personnel  
Pay Plan - Part II, Section 2.00(c)

Attached are amendments to the Department of Personnel Pay Plan reflecting the rates of pay negotiated for employees in the bargaining unit represented by the Illinois Federation of Teachers as set out in Part II, Section 2.00(c) of the Pay Plan which are effective October 1, 1980 (\$75 increase) and July 1, 1981 (8% increase). Additionally, effective July 1, 1981 any employee in the bargaining unit with 18 months or more creditable service at Steps 5 or 6 shall receive a step increase to the next higher step. An employee with less than 18 months creditable service on July 1, 1981 at Steps 5 or 6 shall receive a step increase to the next higher step upon the completion of 18 months creditable service.

Pages 19 and 20 are also enclosed for insertion in your Pay Plan (these pages previously numbered as Page 21 and 22; pages 19 and 20 previously deleted)

If you have any questions regarding these materials, do not hesitate to contact our office.

Attachments

DEPOSITORY

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UNIVERSITY OF ILLINOIS  
AT URBANA-CHAMPAIGN



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CHICAGO

Facility Service Clerk I

|              |     |     |     |     |     |
|--------------|-----|-----|-----|-----|-----|
| Current Rate | 790 | 830 | 870 | 910 | 950 |
| As of 7-1-80 | 806 | 847 | 887 | 928 | 969 |

Facility Service Clerk II

|              |     |     |      |      |      |
|--------------|-----|-----|------|------|------|
| Current Rate | 910 | 960 | 1010 | 1060 | 1110 |
| As of 7-1-80 | 928 | 979 | 1030 | 1081 | 1132 |

Facility Service Representative

|              |      |      |      |  |
|--------------|------|------|------|--|
| Current Rate | 1140 | 1190 | 1245 |  |
| As of 7-1-80 | 1163 | 1214 | 1270 |  |

Switchboard Operator

|              |     |     |     |  |
|--------------|-----|-----|-----|--|
| As of 7-1-80 | 798 | 838 | 880 |  |
|              | 814 | 855 | 898 |  |

Stores Clerk

|              |     |     |     |  |
|--------------|-----|-----|-----|--|
| Current Rate | 790 | 830 | 870 |  |
| As of 7-1-80 | 806 | 847 | 887 |  |

Employees who have completed twelve (12) months or more creditable service at their current rate as of June 30, 1978 shall receive the next higher dollar amount represented in the new rate schedule.

Employees who have less than twelve (12) months creditable service at their current rate as of June 30, 1978 shall receive the next higher dollar amount represented in the new rate schedule upon completion of twelve (12) months creditable service at their current rate.

Thereafter, all employees will achieve the next higher step after twelve months creditable service on their current step.

New employees will continue to be hired at the following rates:

Facility Service Clerk I

|              |       |
|--------------|-------|
| Current Rate | \$760 |
| As of 7-1-80 | \$775 |

Stores Clerk

|              |       |
|--------------|-------|
| Current Rate | \$760 |
| As of 7-1-80 | \$775 |

Switchboard Operator

|              |       |
|--------------|-------|
| Current Rate | \$798 |
| As of 7-1-80 | \$814 |

DOWNSTATE

|                                    |     |     |     |
|------------------------------------|-----|-----|-----|
| Facility Service Clerk I (Current) | 730 | 775 | 815 |
| As of 7-1-80                       | 745 | 791 | 831 |

Downstate (continued)

Facility Service Clerk II

|              |     |     |     |
|--------------|-----|-----|-----|
| Current      | 815 | 850 | 890 |
| As of 7-1-80 | 831 | 867 | 908 |

Facility Service Representative

|              |      |      |      |
|--------------|------|------|------|
| Current      | 1000 | 1060 | 1125 |
| As of 7-1-80 | 1020 | 1081 | 1148 |

Employees who have completed twelve (12) months or more creditable service at their current rate as of June 30, 1978 shall receive the next higher dollar amount represented in the new rate schedule.

Employees who have less than twelve (12) months creditable service at their current rate as of June 30, 1978 shall receive the next higher dollar amount represented in the new rate schedule upon completion of twelve (12) months creditable service at their current rate.

Thereafter, all employees will achieve the next higher step after each twelve (12) months creditable service on their current step.

New employees will continue to be hired at the following rates:

Facility Service Clerk I

|              |       |
|--------------|-------|
| Current      | \$687 |
| As of 7-1-80 | \$701 |

(b) The negotiated rates of pay for the following classifications wherever employed full time in the Office of the Secretary of State in Springfield, Illinois shall be as indicated.

| <u>POSITION</u>                  | <u>CURRENT RATE</u> | <u>RATE EFFECTIVE<br/>7-1-80</u> |
|----------------------------------|---------------------|----------------------------------|
| Janitor I (Day)                  | \$958               | \$1044                           |
| Janitor II (Day)                 | 986                 | 1072                             |
| Janitor III (Day)                | 1021                | 1107                             |
| Janitor I (Night)                | 928                 | 1014                             |
| Janitor II (Night)               | 954                 | 1040                             |
| Janitor III (Night)              | 987                 | 1073                             |
| Watch Attendant I                | 841                 | 927                              |
| Watch Attendant I                | 897                 | 983                              |
| Watch Attendant I                | 923                 | 1009                             |
| Watch Attendant II               | 865                 | 951                              |
| Watch Attendant II               | 952                 | 1038                             |
| Yard Maintenance Worker          | 930                 | 1016                             |
| Yard Maintenance Supervisor      | 979                 | 1065                             |
| Yard Maintenance Lead Supervisor | 1050                | 1136                             |

| <u>POSITION</u>      | <u>CURRENT<br/>RATE</u> | <u>RATE EFFECTIVE<br/>7-1-80</u> |
|----------------------|-------------------------|----------------------------------|
| Elevator Operator    | \$ 773                  | \$ 859                           |
| Security Officer III | 919                     | 1005                             |
| Security Officer III | 966                     | 1052                             |
| Security Officer III | 1009                    | 1095                             |
| Security Officer III | 1102                    | 1188                             |
| Security Officer IV  | 1020                    | 1106                             |
| Security Officer IV  | 1067                    | 1153                             |
| Security Officer IV  | 1117                    | 1203                             |
| Security Officer IV  | 1167                    | 1253                             |
| Storekeeper I        | 799                     | 885                              |
| Storekeeper I        | 947                     | 1033                             |
| Storekeeper II       | 918                     | 1004                             |
| Storekeeper II       | 959                     | 1045                             |
| Storekeeper III      | 1020                    | 1106                             |
| Storekeeper III      | 1117                    | 1203                             |
| Storekeeper III      | 1167                    | 1253                             |
| Messenger Clerk I    | 653                     | 739                              |
| Messenger Clerk I    | 702                     | 788                              |
| Messenger Clerk I    | 726                     | 812                              |
| Messenger Clerk II   | 653                     | 739                              |

(c) The negotiated rates of pay for the following classification in the departments as specified employed in the Office of the Secretary of State shall be as indicated:

Illinois State Library

- Clerk V
- Graphic Arts Illustrator
- Librarian I
- Librarian II
- Library Aide I
- Library Aide II
- Library Aide III
- Library Associate
- Library Technical Assistant
- Senior Librarian I
- Senior Librarian II

Excluding those positions specifically excluded by the Decision and Order dated July 27, 1979 as supervisory. Employees who succeed the incumbent employees in those excluded positions shall likewise be excluded from the scope of this Agreement.

Archives & Records

- Archival Technical Assistant
- Archivist I
- Archivist II
- Senior Archivist I
- Senior Archivist II

Excluding that position specifically excluded by the Decision and

Order dated November 26, 1979 as supervisory. Employees who succeed the incumbent employee in that excluded position shall likewise be excluded from the scope of this Agreement.

Research Department

| POSITION TITLE           | Photographer I |           | Photographer II |           |           |           |           |
|--------------------------|----------------|-----------|-----------------|-----------|-----------|-----------|-----------|
|                          | STEP<br>1      | STEP<br>2 | STEP<br>3       | STEP<br>4 | STEP<br>5 | STEP<br>6 | STEP<br>7 |
| Archival Technical Asst. |                |           |                 |           |           |           |           |
| Current                  | 989            | 1036      | 1086            | 1133      | 1182      | 1231      | 1280      |
| As of 10/1/80            | 1064           | 1111      | 1161            | 1208      | 1257      | 1306      | 1355      |
| As of 7/1/81             | 1149           | 1200      | 1254            | 1305      | 1358      | 1410      | 1463      |
| Archivist I              |                |           |                 |           |           |           |           |
| Current                  | 989            | 1036      | 1086            | 1133      | 1182      | 1231      | 1280      |
| As of 10/1/80            | 1064           | 1111      | 1161            | 1208      | 1257      | 1306      | 1355      |
| As of 7/1/81             | 1149           | 1200      | 1254            | 1305      | 1358      | 1410      | 1463      |
| Archivist II             |                |           |                 |           |           |           |           |
| Current                  | 1095           | 1151      | 1206            | 1261      | 1317      | 1371      | 1427      |
| As of 10/1/80            | 1170           | 1226      | 1281            | 1336      | 1392      | 1446      | 1502      |
| As of 7/1/81             | 1264           | 1324      | 1383            | 1443      | 1503      | 1562      | 1622      |
| Clerk V                  |                |           |                 |           |           |           |           |
| Current                  | 852            | 893       | 931             | 972       | 1011      | 1051      | 1090      |
| As of 10/1/80            | 927            | 968       | 1006            | 1047      | 1086      | 1126      | 1165      |
| As of 7/1/81             | 1001           | 1045      | 1086            | 1131      | 1173      | 1216      | 1258      |
| Graphic Arts Illus.      |                |           |                 |           |           |           |           |
| Current                  | 942            | 987       | 1031            | 1077      | 1123      | 1168      | 1213      |
| As of 10/1/80            | 1017           | 1062      | 1106            | 1152      | 1198      | 1243      | 1288      |
| As of 7/1/81             | 1098           | 1147      | 1194            | 1244      | 1294      | 1342      | 1391      |
| Librarian I              |                |           |                 |           |           |           |           |
| Current                  | 1043           | 1094      | 1145            | 1200      | 1251      | 1304      | 1356      |
| As of 10/1/80            | 1118           | 1169      | 1220            | 1275      | 1326      | 1379      | 1431      |
| As of 7/1/81             | 1207           | 1263      | 1318            | 1377      | 1432      | 1489      | 1545      |
| Librarian II             |                |           |                 |           |           |           |           |
| Current                  | 1155           | 1214      | 1275            | 1334      | 1395      | 1456      | 1516      |
| As of 10/1/80            | 1230           | 1289      | 1350            | 1409      | 1470      | 1531      | 1591      |
| As of 7/1/81             | 1328           | 1392      | 1458            | 1522      | 1588      | 1653      | 1718      |
| Library Aide I           |                |           |                 |           |           |           |           |
| Current                  | 648            | 670       | 696             | 720       | 744       | 770       | 796       |
| As of 10/1/80            | 723            | 745       | 771             | 795       | 819       | 845       | 871       |
| As of 7/1/81             | 781            | 805       | 833             | 859       | 885       | 913       | 941       |

| <u>POSITION TITLE</u>   | STEP<br><u>1</u> | STEP<br><u>2</u> | STEP<br><u>3</u> | STEP<br><u>4</u> | STEP<br><u>5</u> | STEP<br><u>6</u> | STEP<br><u>7</u> |
|-------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Library Aide II         |                  |                  |                  |                  |                  |                  |                  |
| Current                 | 696              | 722              | 751              | 778              | 806              | 834              | 861              |
| As of 10/1/80           | 771              | 797              | 826              | 853              | 881              | 909              | 936              |
| As of 7/1/81            | 833              | 861              | 892              | 921              | 951              | 982              | 1011             |
| Library Aide III        |                  |                  |                  |                  |                  |                  |                  |
| Current                 | 752              | 783              | 813              | 846              | 877              | 910              | 944              |
| As of 10/1/80           | 827              | 858              | 888              | 921              | 952              | 985              | 1019             |
| As of 7/1/81            | 893              | 927              | 959              | 995              | 1028             | 1064             | 1101             |
| Library Associate       |                  |                  |                  |                  |                  |                  |                  |
| Current                 | 942              | 987              | 1031             | 1077             | 1123             | 1168             | 1213             |
| As of 10/1/80           | 1017             | 1062             | 1106             | 1152             | 1198             | 1243             | 1288             |
| As of 7/1/81            | 1098             | 1147             | 1194             | 1244             | 1294             | 1342             | 1391             |
| Library Technical Asst. |                  |                  |                  |                  |                  |                  |                  |
| Current                 | 852              | 893              | 931              | 972              | 1011             | 1051             | 1090             |
| As of 10/1/80           | 927              | 968              | 1006             | 1047             | 1086             | 1126             | 1165             |
| As of 7/1/81            | 1001             | 1045             | 1086             | 1131             | 1173             | 1216             | 1258             |
| Photographer I          |                  |                  |                  |                  |                  |                  |                  |
| Current                 | 852              | 893              | 931              | 972              | 1011             | 1051             | 1090             |
| As of 10/1/80           | 927              | 968              | 1006             | 1047             | 1086             | 1126             | 1165             |
| As of 7/1/81            | 1001             | 1045             | 1086             | 1131             | 1173             | 1216             | 1258             |
| Photographer II         |                  |                  |                  |                  |                  |                  |                  |
| Current                 | 989              | 1036             | 1086             | 1133             | 1182             | 1231             | 1280             |
| As of 10/1/80           | 1064             | 1111             | 1161             | 1208             | 1257             | 1306             | 1355             |
| As of 7/1/81            | 1149             | 1200             | 1254             | 1305             | 1358             | 1410             | 1463             |
| Sr. Archivist I         |                  |                  |                  |                  |                  |                  |                  |
| Current                 | 1290             | 1360             | 1427             | 1497             | 1564             | 1631             | 1699             |
| As of 10/1/80           | 1365             | 1435             | 1502             | 1572             | 1639             | 1706             | 1774             |
| As of 7/1/81            | 1474             | 1550             | 1622             | 1698             | 1770             | 1842             | 1916             |
| Sr. Archivist II        |                  |                  |                  |                  |                  |                  |                  |
| Current                 | 1540             | 1624             | 1709             | 1795             | 1880             | 1963             | 2050             |
| As of 10/1/80           | 1615             | 1699             | 1784             | 1870             | 1955             | 2038             | 2125             |
| As of 7/1/81            | 1744             | 1835             | 1927             | 2020             | 2111             | 2201             | 2295             |
| Sr. Librarian I         |                  |                  |                  |                  |                  |                  |                  |
| Current                 | 1290             | 1360             | 1427             | 1497             | 1564             | 1631             | 1699             |
| As of 10/1/80           | 1365             | 1435             | 1502             | 1572             | 1639             | 1706             | 1774             |
| As of 7/1/81            | 1474             | 1550             | 1622             | 1698             | 1770             | 1842             | 1916             |
| Sr. Librarian II        |                  |                  |                  |                  |                  |                  |                  |
| Current                 | 1540             | 1624             | 1709             | 1795             | 1880             | 1963             | 2050             |
| As of 10/1/80           | 1615             | 1699             | 1784             | 1870             | 1955             | 2038             | 2125             |
| As of 7/1/81            | 1744             | 1835             | 1927             | 2020             | 2111             | 2201             | 2295             |



Effective July 1, 1981, all employees within the bargaining unit with 18 months or more creditable service at Steps 5 or 6 shall receive a step increase to the next higher step. An employee with less than 18 months creditable service at Steps 5 or 6 shall receive a step increase to the next higher step upon the completion of 18 months.

Section 3.00 Designated Rate - The rate of pay for a specific position or a class of positions where it is deemed desirable to exclude such from the other requirements of this Pay Plan. Rates of pay shall be only as designated by the Secretary of State.

Executive Information Representative (Position #K3602-82-00-00-016)

|                   | <u>Annual Salary</u> |
|-------------------|----------------------|
| Effective 8-1-80: | \$30,444             |

PART III - SCHEDULE OF SALARY GRADES

MONTHLY AND ANNUAL RATES OF PAY  
(February 1, 1980)

| <u>Grade</u> | <u>Minimum<br/>or<br/>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> | <u>Step 6</u> | <u>Maximum<br/>or<br/>Step 7</u> |
|--------------|----------------------------------|---------------|---------------|---------------|---------------|---------------|----------------------------------|
| 1            | 604<br>7248                      | 626<br>7512   | 648<br>7776   | 670<br>8040   | 693<br>8316   | 716<br>8592   | 737<br>8844                      |
| 2            | 626<br>7512                      | 648<br>7776   | 670<br>8040   | 695<br>8340   | 719<br>8628   | 741<br>8892   | 765<br>9180                      |
| 3            | 648<br>7776                      | 670<br>8040   | 696<br>8352   | 720<br>8640   | 744<br>8928   | 770<br>9240   | 796<br>9552                      |
| 4            | 670<br>8040                      | 696<br>8352   | 721<br>8652   | 747<br>8964   | 774<br>9288   | 800<br>9600   | 827<br>9924                      |
| 5            | 696<br>8352                      | 722<br>8664   | 751<br>9012   | 778<br>9336   | 806<br>9672   | 834<br>10008  | 861<br>10332                     |
| 6            | 722<br>8664                      | 752<br>9024   | 780<br>9360   | 810<br>9720   | 839<br>10068  | 870<br>10440  | 900<br>10800                     |
| 7            | 752<br>9024                      | 783<br>9396   | 813<br>9756   | 846<br>10152  | 877<br>10524  | 910<br>10920  | 944<br>11328                     |
| 8            | 783<br>9396                      | 816<br>9792   | 850<br>10200  | 885<br>10620  | 919<br>11028  | 954<br>11448  | 990<br>11880                     |
| 9            | 816<br>9792                      | 851<br>10212  | 889<br>10668  | 925<br>11100  | 963<br>11556  | 1000<br>12000 | 1036<br>12432                    |
| 10           | 852<br>10224                     | 893<br>10716  | 931<br>11172  | 972<br>11664  | 1011<br>12132 | 1051<br>12612 | 1090<br>13080                    |
| 11           | 894<br>10728                     | 937<br>11244  | 977<br>11724  | 1021<br>12252 | 1063<br>12756 | 1104<br>13248 | 1147<br>13764                    |
| 12           | 942<br>11304                     | 987<br>11844  | 1031<br>12372 | 1077<br>12924 | 1123<br>13476 | 1168<br>14016 | 1213<br>14556                    |
| 13           | 989<br>11868                     | 1036<br>12432 | 1086<br>13032 | 1133<br>13596 | 1182<br>14184 | 1231<br>14772 | 1280<br>15360                    |
| 14           | 1043<br>12516                    | 1094<br>13128 | 1145<br>13740 | 1200<br>14400 | 1251<br>15012 | 1304<br>15648 | 1356<br>16272                    |

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SECRETARY OF STATE  
54P.



OFFICE OF THE SECRETARY OF STATE  
SPRINGFIELD, ILLINOIS 62756

July 23, 1982

TO: Holders of the Secretary of State, Department of Personnel Pay Plan  
*Christopher P. Mariades*  
FROM: Christopher P. Mariades, Acting Director of Personnel  
SUBJECT: Amendments to Department of Personnel Pay Plan

Attached are amended pages to the Secretary of State, Department of Personnel Pay Plan effective July 1, 1982 which include:

- Revised index (pages ii and iii)
- Revisions to Part I, Section 5.00, Section 8.00(a) and (b) and Section 10.00 to include provisions for implementation of the Intermittent Program (pages 2, 6, 9)
- Negotiated rates of pay under the Illinois Federation of Teachers contract, Part II, Section 2.00(c) (pages 22 - 25)
- Establishment of the hourly rates of pay for Intermittent titles, Part II, Section 4.00 (page 25A)
- Revisions to Part II, Schedules of Salary Grades to establish Schedule "K" which will be utilized for all permanent non-bargaining unit titles and Schedule "T" which will be utilized for all temporary positions (pages 26 - 27A)
- Revisions to Part V, Performance Evaluation Salary Schedules (page 39)

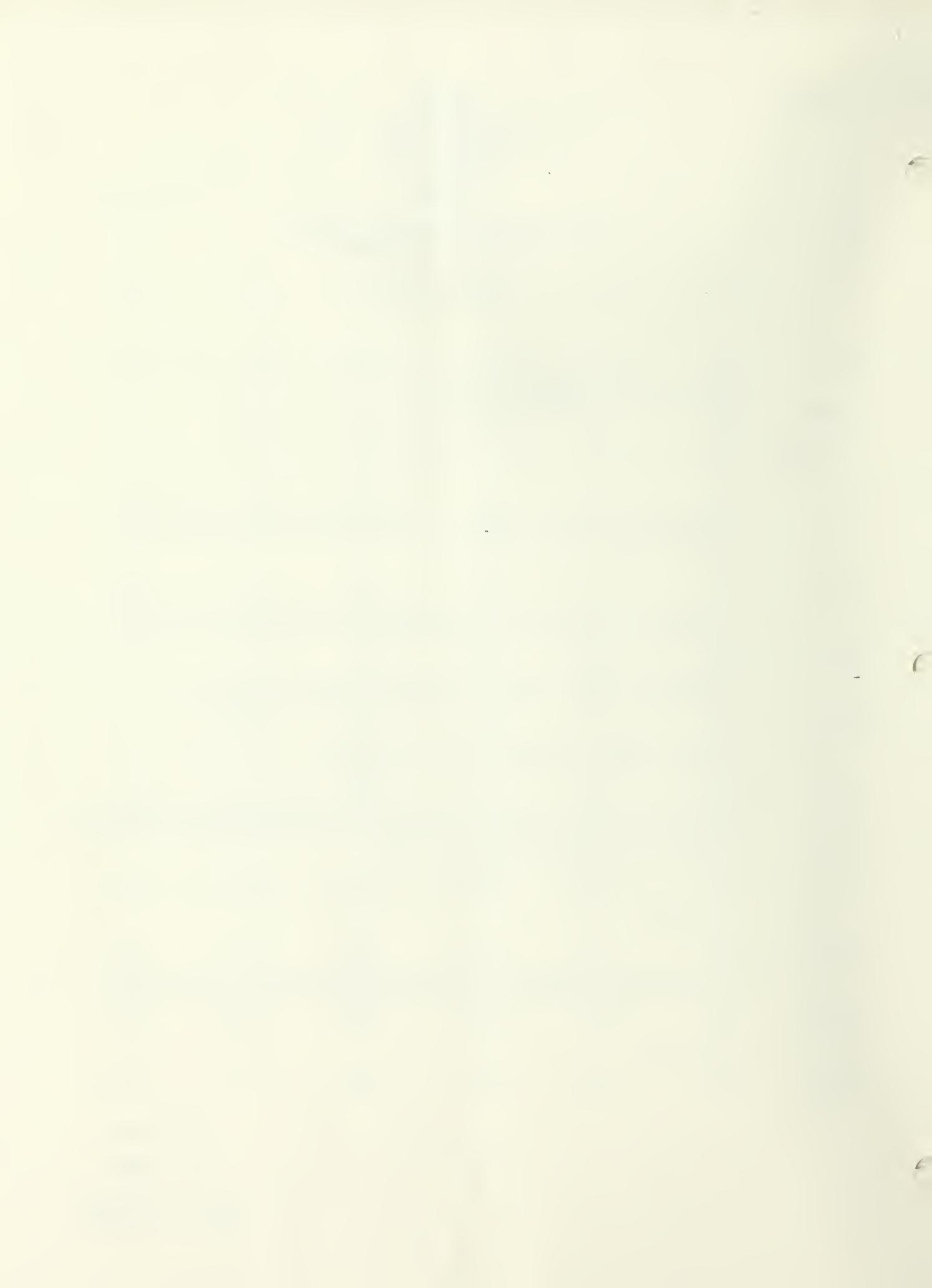
If you have any questions regarding these revisions or additions or require additional copies, do not hesitate to contact our office.

Attachments

DEPOSITORY

SEP 10 1982

UNIVERSITY OF ILLINOIS  
AT URBANA-CHAMPAIGN



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Section 4.00 Pay Schedules - The attached Schedules of Salary Grades, Schedule of Rates and Alphabetic Index of Position Titles are hereby made a part of this Plan. Each employee subject to this Pay Plan, except those whose rates of pay are determined under the Schedule of Rates or the Performance Evaluation Compensation System, shall be paid at a step in the appropriate salary grade for the class of position in which he is employed.

Section 5.00 Definitions - The following are definitions of certain terms and are for purposes of clarification as they affect this Pay Plan only.

Base Salary: A dollar amount of pay specifically designated in the Schedules of Salary Grades or Schedule of Rates. Base salary does not include overtime pay or shift differential pay or deductions for time not worked.

Comparable Classes: Two or more classes that have the same maximum permissible salary or rate.

Creditable Service: All service in full or regularly scheduled part-time or intermittent pay status beginning with the date of initial employment or the effective date of the last salary increase which was at least equivalent to a full step. The following actions shall not affect an employee's creditable service date:

- (a) Superior performance increase;
- (b) A reevaluation resulting in a salary increase less than a full step in the former salary grade;
- (c) Promotion or reallocation resulting in a salary increase less than a full step increase in the former salary grade;

(d) Salary adjustments as provided for in Section 8.00 of this Pay Plan which are approved to correct errors or oversights. (Salary adjustments approved in the best interest of the Department and Office of the Secretary of State shall cause an employee's creditable service date to be changed to the effective date of said salary adjustment, unless the Director of Personnel determines such change to be inequitable.)

Demotion: The assignment for cause of an employee to a vacant position in a class having a lower maximum permissible salary or rate than the former class.

Differential: The additional compensation added to the base salary of an employee resulting from conditions of employment imposed on him during the normal schedule of work.

Entrance Salary: The initial base salary assigned to an employee on entering the service of the Office of the Secretary of State.

Promotion: The appointment of an employee, with the approval of the employing department and the Department of Personnel to a vacant position in a class having a higher maximum permissible salary or rate than the former class.

Reallocation: The change in the classification of an existing position resulting from significant changes in assigned duties and responsibilities.

Reclassification: The allocation of existing positions to newly established class titles.

Reevaluation: The assignment of a different salary grade to a class based upon changes in relation to other classes or to the labor market.

(c) Part-Time Work: Part-time employees whose base salary is other than an hourly or daily basis, shall be paid on a daily rate basis which will be computed from annual rates of salary and the total number of work days in the year.

Section 8.00 Increases in Pay - After the effective date of this Plan, or as hereafter amended, employees occupying positions in classes that are paid in conformance with the Schedule of Salary Grades or Section 4.00 of the Schedule of Rates specified herein shall be granted increases as follows:

(a) Satisfactory Performance Increases - Each employee who has not attained Step 5 of the relevant salary grade and whose level of performance has been at a satisfactory level of competence, shall be successively advanced in pay to the next higher step in the salary grade or rate after one year of creditable service by permanent full-time employees or after completion of 1957.5 hours of creditable service by permanent part-time employees and intermittent employees in the same class. Satisfactory performance increases cannot be made to Steps 6 or 7.

A satisfactory performance increase shall become effective on the first day of the month within which the required period of creditable service is reached.

No satisfactory performance increase may be given after the effective date of separation.

(b) Superior Performance Increases - Subject to the approval of the Director of Personnel, a department director may grant a superior performance increase to an employee who characteristically carries out his or her work in such a way that the results are substantially above a satisfactory level of performance.

A permanent full-time employee shall be eligible to be considered for a superior performance increase after six months of continuous service; a permanent part-time or intermittent employee shall be eligible to be considered for a superior performance increase after 979 hours of employment. A minimum of 18 months (2936.5 hours of employment for permanent part-time and intermittent) must elapse between superior performance increases. A superior performance increase shall be for one step in the relevant salary grade or schedule of rates.

A superior performance increase shall not affect an employee's creditable service date. A performance rating supporting a superior performance increase shall be filed with the Department of Personnel along with the form requesting approval of such action.

- (c) Promotion and Reallocation - Normally upon promotion or reallocation an employee shall be advanced to the lowest step in the new grade which represents at least a full step increase in the former grade. An equivalent of a full step for those employees in Step 7 shall be determined by the value of difference between Steps 6 and 7 of the former pay grade. Any deviation requires approval of the Director of Personnel.
- (d) Reevaluation - Upward - If a higher salary grade is assigned to a class, employees occupying positions in the class shall be advanced to the lowest step in the new grade which represents an increase in pay. If an employee becomes eligible for a satisfactory performance increase as a result of the reevaluation, a one step increase will be granted immediately.
- (e) Separation and Subsequent Appointment - Upon separation from a position of a given class and appointment within four calendar days to a position in a higher salary grade, an increase shall be given under the conditions and requirements applicable to promotions.
- (f) Adjustments - An employee may receive an upward adjustment in his base salary for the purpose of correcting a previous error, oversight, or when the best interest of the department and the Office of the Secretary of State will be served. Adjustments must have the written approval of the Director of Personnel.
- (g) Reclassification - Upward - If an existing class is reclassified to a higher pay grade, employees occupying positions in the class shall be advanced to the lowest step in the new grade which represents an increase in pay. If an employee becomes eligible for a satisfactory performance increase as a result of the reclassification, a one step increase will be granted immediately.

All increases in pay described herein, except satisfactory performance increases, shall become effective the first day of the pay period following approval.

#### Section 9.00 Withholding Satisfactory Performance Increases and Redetermination

- (a) Withholding Satisfactory Performance Increases - As an inducement toward

attainment of a satisfactory level of competence, a department director may, with the approval of the Director of Personnel, withhold satisfactory performance increases from an employee who has not achieved a satisfactory level of performance.

Such action must be supported by a performance record showing less than satisfactory performance. Said performance record must be prepared by the appropriate supervisor, discussed with the employee, and approved by the department director. The performance record will not be invalidated by the refusal of the employee to sign. In such cases, an explanatory note shall be made on the record by the supervisor.

A notice of withholding of satisfactory performance increases supported by the performance record shall be submitted to the Department of Personnel not less than 10 calendar days prior to the date the increase would otherwise become effective.

(b) Redetermination - A satisfactory performance increase previously withheld shall be granted when the cause for withholding has been eliminated. Redetermination must be made at least annually. In such cases, the increases will be effective the first day of the month following the date of approval and will be preceded by the preparation and filing of a performance record within the department indicating the attainment of satisfactory level of competence.

Section 10.00 Decreases in Pay - Employees occupying positions in classes that are paid in conformance with the Schedules of Salary Grades or Section 4.00 of the Schedule of Rates shall have their salaries reduced only as specified below and shall become effective the first day of the pay period following date of approval:

- (a) Demotion for Cause to a Lower Class - Upon demotion, the employee's base salary will be reduced to Step 7 of the salary grade for the lower class if the current base salary is in excess thereof, or to the step in the lower salary grade which provides the salary nearest in amount, but less than the current base salary, except that an employee demoted during a probationary period following promotion will have his salary reduced to the step in the lower salary grade which represents the salary had the employee not been promoted, and his previous creditable service date will be restored.
- (b) Position Reallocated to a Lower Class - An employee's base salary will be reduced to Step 7 of the lower salary grade, if in excess thereof, or to the step in the lower salary grade nearest in amount but in no case more than the current base salary. However, as provided in Section 10a(2) of the Secretary of State Merit Employment Code, the pay for an employee whose position is reallocated because of a loss of duties or responsibilities after his appointment to such position shall not be required to be lowered for a period of one calendar year. Where the base salary is identical to an exact step in the lower range, he shall be placed on this step with no further reduction required. An employee's creditable service date will not be affected by a downward reallocation.
- (c) Voluntary Reduction to a Lower Class - Upon the voluntary reduction of an employee to a vacant position in a class having a lower salary grade than the class from which the reduction was made, the employee's base salary will be reduced to Step 7 of the lower salary grade, if in excess thereof, or to the step in the lower salary grade which provides the base salary nearest in amount, but less than the current base salary. An employee who voluntarily requests a reduction to a lower class during a probationary period following promotion will have his salary reduced to the step in the salary grade which represents the salary had the employee not been promoted, and his previous creditable service date will be restored.

(b) The negotiated rates of pay for all employees in the following classifications, and their successor titles, wherever employed full time in the Office of the Secretary of State in Springfield, Illinois shall be as indicated:

| <u>POSITION TITLE</u>       |                | <u>RATE EFFECTIVE</u> |
|-----------------------------|----------------|-----------------------|
|                             | <u>9-16-81</u> | <u>7-1-82</u>         |
| Elevator Operator           | \$ 935         | \$1035                |
| Janitor                     | 1121           | 1221                  |
| Messenger Clerk             | 815            | 915                   |
| Security Guard              | 1038 (\$1191*) | 1138 (\$1191*)        |
| Storekeeper                 | 1157           | 1257                  |
| Yard Maintenance Supervisor | 1131           | 1231                  |
| Yard Maintenance Worker     | 1096           | 1196                  |

\*Negotiated Rate to be frozen until lower rates equal or exceed frozen rates

Any employee occupying a position title covered by this Agreement who is paid at a rate of pay above the negotiated rate effective July 1, 1981 shall be maintained at their current rate until such time as his/her rate of pay is exceeded by any future negotiated rates for that position title. When the negotiated rate for said positions exceeds the rate of June 30, 1981, the employee's rate of pay shall be advanced to the new rate.

(c) The negotiated rates of pay for employees in the following classifications in the departments as specified within the Office of the Secretary of State shall be as indicated:

Illinois State Library  
Clerk V  
Graphic Arts Illustrator  
Library Aide I & II  
Library Program Specialist  
Library Specialist  
Library Subject Specialist  
Library Technical Specialist  
Library Technician

Archives & Records  
Archival Conservator I & II  
Archivist I & II  
Records Analyst I & II  
Senior Archivist I & II

Communications Department  
Photographer I & II

| POSITION TITLE                | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 |
|-------------------------------|--------|--------|--------|--------|--------|--------|--------|
| Archival Conservator I (13)   |        |        |        |        |        |        |        |
| Current                       | 1149   | 1200   | 1254   | 1305   | 1358   | 1410   | 1463   |
| 7-1-82                        | 1219   | 1270   | 1324   | 1375   | 1428   | 1480   | 1533   |
| 7-1-83                        | 1299   | 1350   | 1404   | 1455   | 1508   | 1560   | 1613   |
| 7-1-84                        | 1376   | 1431   | 1488   | 1542   | 1598   | 1653   | 1709   |
| Archival Conservator II (16)  |        |        |        |        |        |        |        |
| Current                       | 1328   | 1392   | 1458   | 1522   | 1588   | 1653   | 1718   |
| 7-1-82                        | 1398   | 1462   | 1528   | 1592   | 1658   | 1723   | 1788   |
| 7-1-83                        | 1488   | 1552   | 1618   | 1682   | 1748   | 1813   | 1878   |
| 7-1-84                        | 1577   | 1645   | 1715   | 1782   | 1852   | 1921   | 1990   |
| Archivist I (14)              |        |        |        |        |        |        |        |
| Current                       | 1207   | 1263   | 1318   | 1377   | 1432   | 1489   | 1545   |
| 7-1-82                        | 1277   | 1333   | 1388   | 1447   | 1502   | 1559   | 1615   |
| 7-1-83                        | 1367   | 1423   | 1478   | 1537   | 1592   | 1649   | 1705   |
| 7-1-84                        | 1449   | 1508   | 1566   | 1629   | 1687   | 1747   | 1807   |
| Archivist II (16)             |        |        |        |        |        |        |        |
| Current                       | 1328   | 1392   | 1458   | 1522   | 1588   | 1653   | 1718   |
| 7-1-82                        | 1398   | 1462   | 1528   | 1592   | 1658   | 1723   | 1788   |
| 7-1-83                        | 1488   | 1552   | 1618   | 1682   | 1748   | 1813   | 1878   |
| 7-1-84                        | 1577   | 1645   | 1715   | 1782   | 1852   | 1921   | 1990   |
| Clerk V (10)                  |        |        |        |        |        |        |        |
| Current                       | 1001   | 1045   | 1086   | 1131   | 1173   | 1216   | 1258   |
| 7-1-82                        | 1071   | 1115   | 1156   | 1201   | 1243   | 1286   | 1328   |
| 7-1-83                        | 1151   | 1195   | 1236   | 1281   | 1323   | 1366   | 1408   |
| 7-1-84                        | 1220   | 1266   | 1310   | 1357   | 1402   | 1447   | 1492   |
| Graphic Arts Illustrator (12) |        |        |        |        |        |        |        |
| Current                       | 1098   | 1147   | 1194   | 1244   | 1294   | 1342   | 1391   |
| 7-1-82                        | 1168   | 1217   | 1264   | 1314   | 1364   | 1412   | 1461   |
| 7-1-83                        | 1248   | 1297   | 1344   | 1394   | 1444   | 1492   | 1541   |
| 7-1-84                        | 1322   | 1374   | 1424   | 1477   | 1530   | 1581   | 1633   |
| Library Aide I (03)           |        |        |        |        |        |        |        |
| Current                       | 781    | 805    | 833    | 859    | 885    | 913    | 941    |
| 7-1-82                        | 851    | 875    | 903    | 929    | 955    | 983    | 1011   |
| 7-1-83                        | 931    | 955    | 983    | 1009   | 1035   | 1063   | 1091   |
| 7-1-84                        | 986    | 1012   | 1041   | 1069   | 1097   | 1126   | 1156   |

| POSITION TITLE                   | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 |
|----------------------------------|--------|--------|--------|--------|--------|--------|--------|
| Library Aide II (06)             |        |        |        |        |        |        |        |
| Current                          | 861    | 893    | 923    | 956    | 987    | 1021   | 1053   |
| 7-1-82                           | 931    | 963    | 993    | 1026   | 1057   | 1091   | 1123   |
| 7-1-83                           | 1011   | 1043   | 1073   | 1106   | 1137   | 1171   | 1203   |
| 7-1-84                           | 1071   | 1105   | 1137   | 1172   | 1205   | 1241   | 1275   |
| Library Program Specalist (21)   |        |        |        |        |        |        |        |
| Current                          | 1744   | 1835   | 1927   | 2020   | 2111   | 2201   | 2295   |
| 7-1-82                           | 1814   | 1905   | 1997   | 2090   | 2181   | 2271   | 2365   |
| 7-1-83                           | 1924   | 2015   | 2107   | 2200   | 2291   | 2381   | 2475   |
| 7-1-84                           | 2039   | 2135   | 2233   | 2332   | 2428   | 2523   | 2623   |
| Library Specalist (16)           |        |        |        |        |        |        |        |
| Current                          | 1328   | 1392   | 1458   | 1522   | 1588   | 1653   | 1718   |
| 7-1-82                           | 1398   | 1462   | 1528   | 1592   | 1658   | 1723   | 1788   |
| 7-1-83                           | 1488   | 1552   | 1618   | 1682   | 1748   | 1813   | 1878   |
| 7-1-84                           | 1577   | 1645   | 1715   | 1782   | 1852   | 1921   | 1990   |
| Library Subject Specalist (18)   |        |        |        |        |        |        |        |
| Current                          | 1474   | 1550   | 1622   | 1698   | 1770   | 1842   | 1916   |
| 7-1-82                           | 1544   | 1620   | 1692   | 1768   | 1840   | 1912   | 1986   |
| 7-1-83                           | 1644   | 1720   | 1792   | 1868   | 1940   | 2012   | 2086   |
| 7-1-84                           | 1742   | 1823   | 1899   | 1980   | 2056   | 2132   | 2211   |
| Library Technical Specalist (12) |        |        |        |        |        |        |        |
| Current                          | 1098   | 1147   | 1194   | 1244   | 1294   | 1342   | 1391   |
| 7-1-82                           | 1168   | 1217   | 1264   | 1314   | 1364   | 1412   | 1461   |
| 7-1-83                           | 1248   | 1297   | 1344   | 1394   | 1444   | 1492   | 1541   |
| 7-1-84                           | 1322   | 1374   | 1424   | 1477   | 1530   | 1581   | 1633   |
| Library Technician (10)          |        |        |        |        |        |        |        |
| Current                          | 1001   | 1045   | 1086   | 1131   | 1173   | 1216   | 1258   |
| 7-1-82                           | 1071   | 1115   | 1156   | 1201   | 1243   | 1286   | 1328   |
| 7-1-83                           | 1151   | 1195   | 1236   | 1281   | 1323   | 1366   | 1408   |
| 7-1-84                           | 1220   | 1266   | 1310   | 1357   | 1402   | 1447   | 1492   |

| POSITION TITLE           | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 |
|--------------------------|--------|--------|--------|--------|--------|--------|--------|
| Photographer I (10)      |        |        |        |        |        |        |        |
| Current                  | 1001   | 1045   | 1086   | 1131   | 1173   | 1216   | 1258   |
| 7-1-82                   | 1071   | 1115   | 1156   | 1201   | 1243   | 1286   | 1328   |
| 7-1-83                   | 1151   | 1195   | 1236   | 1281   | 1323   | 1366   | 1408   |
| 7-1-84                   | 1220   | 1266   | 1310   | 1357   | 1402   | 1447   | 1492   |
| Photographer II (13)     |        |        |        |        |        |        |        |
| Current                  | 1149   | 1200   | 1254   | 1305   | 1358   | 1410   | 1463   |
| 7-1-82                   | 1219   | 1270   | 1324   | 1375   | 1428   | 1480   | 1533   |
| 7-1-83                   | 1299   | 1350   | 1404   | 1455   | 1508   | 1560   | 1613   |
| 7-1-84                   | 1376   | 1431   | 1488   | 1542   | 1598   | 1653   | 1709   |
| Records Analyst I (14)   |        |        |        |        |        |        |        |
| Current                  | 1207   | 1263   | 1318   | 1377   | 1432   | 1489   | 1545   |
| 7-1-82                   | 1277   | 1333   | 1388   | 1447   | 1502   | 1559   | 1615   |
| 7-1-83                   | 1367   | 1423   | 1478   | 1537   | 1592   | 1649   | 1705   |
| 7-1-84                   | 1449   | 1508   | 1566   | 1629   | 1687   | 1747   | 1807   |
| Records Analyst II (16)  |        |        |        |        |        |        |        |
| Current                  | 1328   | 1392   | 1458   | 1522   | 1588   | 1653   | 1718   |
| 7-1-82                   | 1398   | 1462   | 1528   | 1592   | 1658   | 1723   | 1788   |
| 7-1-83                   | 1488   | 1552   | 1618   | 1682   | 1748   | 1813   | 1878   |
| 7-1-84                   | 1577   | 1645   | 1715   | 1782   | 1852   | 1921   | 1990   |
| Senior Archivist I (18)  |        |        |        |        |        |        |        |
| Current                  | 1474   | 1550   | 1622   | 1698   | 1770   | 1842   | 1916   |
| 7-1-82                   | 1544   | 1620   | 1692   | 1768   | 1840   | 1912   | 1986   |
| 7-1-83                   | 1644   | 1720   | 1792   | 1868   | 1940   | 2012   | 2086   |
| 7-1-84                   | 1742   | 1823   | 1899   | 1980   | 2056   | 2132   | 2211   |
| Senior Archivist II (21) |        |        |        |        |        |        |        |
| Current                  | 1744   | 1835   | 1927   | 2020   | 2111   | 2201   | 2295   |
| 7-1-82                   | 1814   | 1905   | 1997   | 2090   | 2181   | 2271   | 2365   |
| 7-1-83                   | 1924   | 2015   | 2107   | 2200   | 2291   | 2381   | 2475   |
| 7-1-84                   | 2039   | 2135   | 2233   | 2332   | 2428   | 2523   | 2623   |

Section 3.00 Designated Rate - The rate of pay for a specific position or class of positions where it is deemed desirable to exclude such from the other requirements of this Pay Plan. Rates of pay shall be only as designated by the Secretary of State.

Executive Information Representative (Position # K3602-82-00-00-016)

| Effective 8-1-80: | <u>Annual Salary</u> |
|-------------------|----------------------|
|                   | \$30,444             |

Section 4.00 Hourly Rates - The rate of pay for a class in any department as established and approved by the Director of Personnel where the work is of an intermittent nature and whose compensation is based on an hourly rate shall be paid in accordance with the following schedule.

|                           | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> | <u>Step 6</u> | <u>Step 7</u> |
|---------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Int. Cl I                 | \$4.79        | \$4.96        | \$5.14        | \$5.31        | \$5.50        | \$5.68        | \$5.85        |
| Int. Cl II                | \$4.96        | \$5.14        | \$5.31        | \$5.51        | \$5.71        | \$5.88        | \$6.08        |
| Int. Cl III               | \$5.31        | \$5.52        | \$5.73        | \$5.93        | \$6.14        | \$6.36        | \$6.57        |
| Int. Cl Typ I             | \$4.96        | \$5.14        | \$5.31        | \$5.51        | \$5.71        | \$5.88        | \$6.08        |
| Int. Cl Typ II            | \$5.14        | \$5.31        | \$5.52        | \$5.72        | \$5.90        | \$6.12        | \$6.31        |
| Int. Cl Typ III           | \$5.52        | \$5.73        | \$5.97        | \$6.17        | \$6.40        | \$6.63        | \$6.84        |
| Int. FSC-Cook             | \$5.46        | \$5.70        | \$5.95        | \$6.19        | \$6.44        | \$6.68        |               |
| Int. FSC-Collar           | \$5.33        | \$5.58        | \$5.82        | \$6.07        | \$6.31        | \$6.56        |               |
| Int. FSC-Downstate        | \$5.09        | \$5.33        | \$5.58        | \$5.82        | \$6.07        | \$6.31        |               |
| Int. Public Inq. Operator | \$5.98        | \$6.22        | \$6.45        | \$6.71        | \$6.97        | \$7.23        | \$7.51        |
| Int. Security Guard       |               | \$6.98        |               |               |               |               |               |



**PART III - SCHEDULE OF SALARY GRADES**  
**SCHEDULE "K"**  
**MONTHLY AND ANNUAL RATES OF PAY**  
**(July 1, 1982)**

| <u>Grade</u> | <u>Minimum<br/>or</u> |               |               |               |               |               | <u>Maximum<br/>or<br/>Step 7</u> |
|--------------|-----------------------|---------------|---------------|---------------|---------------|---------------|----------------------------------|
|              | <u>Step 1</u>         | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> | <u>Step 6</u> |                                  |
| 1            | 743<br>8916           | 767<br>9204   | 790<br>9480   | 814<br>9768   | 838<br>10056  | 863<br>10356  | 885<br>10620                     |
| 2            | 767<br>9204           | 790<br>9480   | 814<br>9768   | 840<br>10080  | 866<br>10392  | 889<br>10668  | 915<br>10980                     |
| 3            | 790<br>9480           | 814<br>9768   | 841<br>10092  | 867<br>10404  | 892<br>10704  | 920<br>11040  | 948<br>11376                     |
| 4            | 814<br>9768           | 841<br>10092  | 868<br>10416  | 896<br>10752  | 924<br>11088  | 952<br>11424  | 981<br>11772                     |
| 5            | 841<br>10092          | 869<br>10428  | 900<br>10800  | 929<br>11148  | 958<br>11496  | 988<br>11856  | 1017<br>12204                    |
| 6            | 869<br>10428          | 901<br>10812  | 931<br>11172  | 963<br>11556  | 994<br>11928  | 1027<br>12324 | 1059<br>12708                    |
| 7            | 901<br>10812          | 934<br>11208  | 966<br>11592  | 1001<br>12012 | 1034<br>12408 | 1069<br>12828 | 1105<br>13260                    |
| 8            | 934<br>11208          | 969<br>11628  | 1005<br>12060 | 1043<br>12516 | 1079<br>12948 | 1116<br>13392 | 1154<br>13848                    |
| 9            | 969<br>11628          | 1006<br>12072 | 1047<br>12564 | 1085<br>13020 | 1126<br>13512 | 1165<br>13980 | 1203<br>14436                    |
| 10           | 1007<br>12084         | 1051<br>12612 | 1092<br>13104 | 1135<br>13620 | 1177<br>14124 | 1219<br>14628 | 1261<br>15132                    |
| 11           | 1052<br>12624         | 1098<br>13176 | 1141<br>13692 | 1187<br>14244 | 1232<br>14784 | 1276<br>15312 | 1322<br>15864                    |
| 12           | 1103<br>13236         | 1151<br>13812 | 1198<br>14376 | 1247<br>14964 | 1296<br>15552 | 1344<br>16128 | 1392<br>16704                    |
| 13           | 1153<br>13836         | 1203<br>14436 | 1257<br>15084 | 1307<br>15684 | 1359<br>16308 | 1411<br>16932 | 1463<br>17556                    |
| 14           | 1211<br>14532         | 1265<br>15180 | 1319<br>15828 | 1378<br>16536 | 1432<br>17184 | 1489<br>17868 | 1544<br>18528                    |
| 15           | 1266<br>15192         | 1326<br>15912 | 1384<br>16608 | 1443<br>17316 | 1503<br>18036 | 1560<br>18720 | 1620<br>19440                    |

| <u>Grade</u> | <u>Minimum<br/>or<br/>Step 1</u> |               |               |               |               |               | <u>Maximum<br/>or<br/>Step 7</u> |
|--------------|----------------------------------|---------------|---------------|---------------|---------------|---------------|----------------------------------|
|              | <u>Step 2</u>                    | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> | <u>Step 6</u> | <u>Step 7</u> |                                  |
| 16           | 1330                             | 1393          | 1458          | 1521          | 1586          | 1651          | 1715                             |
|              | 15960                            | 16716         | 17496         | 18252         | 19032         | 19812         | 20580                            |
| 17           | 1398                             | 1466          | 1535          | 1600          | 1668          | 1736          | 1804                             |
|              | 16776                            | 17592         | 18420         | 19200         | 20016         | 20832         | 21648                            |
| 18           | 1474                             | 1548          | 1620          | 1694          | 1766          | 1837          | 1909                             |
|              | 17688                            | 18576         | 19440         | 20328         | 21192         | 22044         | 22908                            |
| 19           | 1556                             | 1636          | 1715          | 1793          | 1872          | 1952          | 2031                             |
|              | 18672                            | 19632         | 20580         | 21516         | 22464         | 23424         | 24372                            |
| 20           | 1645                             | 1729          | 1813          | 1898          | 1982          | 2065          | 2149                             |
|              | 19740                            | 20748         | 21756         | 22776         | 23784         | 24780         | 25788                            |
| 21           | 1740                             | 1830          | 1920          | 2012          | 2102          | 2191          | 2283                             |
|              | 20880                            | 21960         | 23040         | 24144         | 25224         | 26292         | 27396                            |
| 22           | 1840                             | 1937          | 2034          | 2131          | 2229          | 2325          | 2421                             |
|              | 22080                            | 23244         | 24408         | 25572         | 26748         | 27900         | 29052                            |
| 23           | 1954                             | 2060          | 2165          | 2269          | 2375          | 2480          | 2585                             |
|              | 23448                            | 24720         | 25980         | 27228         | 28500         | 29760         | 31020                            |
| 24           | 2081                             | 2193          | 2308          | 2421          | 2535          | 2649          | 2761                             |
|              | 24972                            | 26316         | 27696         | 29052         | 30420         | 31788         | 33132                            |
| 25           | 2219                             | 2343          | 2468          | 2591          | 2717          | 2840          | 2964                             |
|              | 26628                            | 28116         | 29616         | 31092         | 32604         | 34080         | 35568                            |
| 26           | 2372                             | 2503          | 2635          | 2770          | 2901          | 3034          | 3167                             |
|              | 28464                            | 30036         | 31620         | 33240         | 34812         | 36408         | 38004                            |
| 27           | 2535                             | 2681          | 2825          | 2970          | 3116          | 3261          | 3406                             |
|              | 30420                            | 32172         | 33900         | 35640         | 37392         | 39132         | 40872                            |
| 28           | 2725                             | 2883          | 3040          | 3198          | 3356          | 3514          | 3672                             |
|              | 32700                            | 34596         | 36480         | 38376         | 40272         | 42168         | 44064                            |
| 29           | 2927                             | 3096          | 3266          | 3439          | 3608          | 3779          | 3950                             |
|              | 35124                            | 37152         | 39192         | 41268         | 43296         | 45348         | 47400                            |
| 30           | 3154                             | 3341          | 3528          | 3716          | 3903          | 4091          | 4277                             |
|              | 37848                            | 40092         | 42336         | 44592         | 46836         | 49092         | 51324                            |

**PART III - SCHEDULE OF SALARY GRADES**  
**SCHEDULE "T"**  
**MONTHLY AND ANNUAL RATES OF PAY**  
(July 1, 1982)

| <u>Grade</u> | <u>Minimum<br/>or<br/>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> | <u>Step 6</u> | <u>Maximum<br/>or<br/>Step 7</u> |
|--------------|----------------------------------|---------------|---------------|---------------|---------------|---------------|----------------------------------|
| 1            | 643<br>7716                      | 667<br>8004   | 690<br>8280   | 714<br>8568   | 738<br>8856   | 763<br>9156   | 785<br>9420                      |
| 2            | 667<br>8004                      | 690<br>8280   | 714<br>8568   | 740<br>8880   | 766<br>9192   | 789<br>9468   | 815<br>9780                      |
| 3            | 690<br>8280                      | 714<br>8568   | 741<br>8892   | 767<br>9204   | 792<br>9504   | 820<br>9840   | 848<br>10176                     |
| 4            | 714<br>8568                      | 741<br>8892   | 768<br>9216   | 796<br>9552   | 824<br>9888   | 852<br>10224  | 881<br>10572                     |
| 5            | 741<br>8892                      | 769<br>9228   | 800<br>9600   | 829<br>9948   | 858<br>10296  | 888<br>10656  | 917<br>11004                     |
| 6            | 769<br>9228                      | 801<br>9612   | 831<br>9972   | 863<br>10356  | 894<br>10728  | 927<br>11124  | 959<br>11508                     |
| 7            | —<br>801<br>9612                 | 834<br>10008  | 866<br>10392  | 901<br>10812  | 934<br>11208  | 969<br>11628  | 1005<br>12060                    |
| 8            | 834<br>10008                     | 869<br>10428  | 905<br>10860  | 943<br>11316  | 979<br>11748  | 1016<br>12192 | 1054<br>12648                    |
| 9            | 869<br>10428                     | 906<br>10872  | 947<br>11364  | 985<br>11820  | 1026<br>12312 | 1065<br>12780 | 1103<br>13236                    |
| 10           | 907<br>10884                     | 951<br>11412  | 992<br>11904  | 1035<br>12420 | 1077<br>12924 | 1119<br>13428 | 1161<br>13932                    |
| 11           | 952<br>11424                     | 998<br>11976  | 1041<br>12492 | 1087<br>13044 | 1132<br>13584 | 1176<br>14112 | 1222<br>14664                    |
| 12           | 1003<br>12036                    | 1051<br>12612 | 1098<br>13176 | 1147<br>13764 | 1196<br>14352 | 1244<br>14928 | 1292<br>15504                    |
| 13           | 1053<br>12636                    | 1103<br>13236 | 1157<br>13884 | 1207<br>14484 | 1259<br>15108 | 1311<br>15732 | 1363<br>16356                    |
| 14           | 1111<br>13332                    | 1165<br>13980 | 1219<br>14628 | 1278<br>15336 | 1332<br>15984 | 1389<br>16668 | 1444<br>17328                    |
| 15           | 1166<br>13992                    | 1226<br>14712 | 1284<br>15408 | 1343<br>16116 | 1403<br>16836 | 1460<br>17520 | 1520<br>18240                    |

| <u>Grade</u> | <u>Minimum</u><br>or<br><u>Step 1</u> |               |               |               |               |      | <u>Step 2</u> | <u>Maximum</u><br>or<br><u>Step 7</u> |       |       |       |       |               |
|--------------|---------------------------------------|---------------|---------------|---------------|---------------|------|---------------|---------------------------------------|-------|-------|-------|-------|---------------|
|              | <u>Step 3</u>                         | <u>Step 4</u> | <u>Step 5</u> | <u>Step 6</u> | <u>Step 7</u> |      |               |                                       |       |       |       |       |               |
| 16           | 1230                                  | 1293          | 1358          | 1421          | 1486          | 1551 | 14760         | 15516                                 | 16296 | 17052 | 17832 | 18612 | 1615<br>19380 |
|              |                                       |               |               |               |               |      |               |                                       |       |       |       |       |               |
| 17           | 1298                                  | 1366          | 1435          | 1500          | 1568          | 1636 | 15576         | 16392                                 | 17220 | 18000 | 18816 | 19632 | 1704<br>20448 |
|              |                                       |               |               |               |               |      |               |                                       |       |       |       |       |               |
| 18           | 1374                                  | 1448          | 1520          | 1594          | 1666          | 1737 | 16488         | 17376                                 | 18240 | 19128 | 19992 | 20844 | 1809<br>21708 |
|              |                                       |               |               |               |               |      |               |                                       |       |       |       |       |               |
| 19           | 1456                                  | 1536          | 1615          | 1693          | 1772          | 1852 | 17472         | 18432                                 | 19380 | 20316 | 21264 | 22224 | 1931<br>23172 |
|              |                                       |               |               |               |               |      |               |                                       |       |       |       |       |               |
| 20           | 1545                                  | 1629          | 1713          | 1798          | 1882          | 1965 | 18540         | 19548                                 | 20556 | 21576 | 22584 | 23580 | 2049<br>24588 |
|              |                                       |               |               |               |               |      |               |                                       |       |       |       |       |               |
| 21           | 1640                                  | 1730          | 1820          | 1912          | 2002          | 2091 | 19680         | 20760                                 | 21840 | 22944 | 24024 | 25092 | 2183<br>26196 |
|              |                                       |               |               |               |               |      |               |                                       |       |       |       |       |               |
| 22           | 1740                                  | 1837          | 1934          | 2031          | 2129          | 2225 | 20880         | 22044                                 | 23208 | 24372 | 25548 | 26700 | 2321<br>27852 |
|              |                                       |               |               |               |               |      |               |                                       |       |       |       |       |               |
| 23           | 1854                                  | 1960          | 2065          | 2169          | 2275          | 2380 | 22248         | 23520                                 | 24780 | 26028 | 27300 | 28560 | 2485<br>29820 |
|              |                                       |               |               |               |               |      |               |                                       |       |       |       |       |               |
| 24           | 1981                                  | 2093          | 2208          | 2321          | 2435          | 2549 | 23772         | 25116                                 | 26496 | 27852 | 29220 | 30588 | 2661<br>31932 |
|              |                                       |               |               |               |               |      |               |                                       |       |       |       |       |               |
| 25           | 2119                                  | 2243          | 2368          | 2491          | 2617          | 2740 | 25428         | 26916                                 | 28416 | 29892 | 31404 | 32880 | 2864<br>34368 |
|              |                                       |               |               |               |               |      |               |                                       |       |       |       |       |               |
| 26           | 2272                                  | 2403          | 2535          | 2670          | 2801          | 2934 | 27264         | 28836                                 | 30420 | 32040 | 33612 | 35208 | 3067<br>36804 |
|              |                                       |               |               |               |               |      |               |                                       |       |       |       |       |               |
| 27           | 2435                                  | 2581          | 2725          | 2870          | 3016          | 3161 | 29220         | 30972                                 | 32700 | 34440 | 36192 | 37932 | 3306<br>39672 |
|              |                                       |               |               |               |               |      |               |                                       |       |       |       |       |               |
| 28           | 2625                                  | 2783          | 2940          | 3098          | 3256          | 3414 | 31500         | 33396                                 | 35280 | 37176 | 39072 | 40968 | 3572<br>42864 |
|              |                                       |               |               |               |               |      |               |                                       |       |       |       |       |               |
| 29           | 2827                                  | 2996          | 3166          | 3339          | 3508          | 3679 | 33924         | 35952                                 | 37992 | 40068 | 42096 | 44148 | 3850<br>46200 |
|              |                                       |               |               |               |               |      |               |                                       |       |       |       |       |               |
| 30           | 3054                                  | 3241          | 3428          | 3616          | 3803          | 3991 | 36648         | 38892                                 | 41136 | 43392 | 45636 | 47892 | 4177<br>50124 |
|              |                                       |               |               |               |               |      |               |                                       |       |       |       |       |               |

- (b) Payment for Fractional Part of a Specific Pay Period - In those instances in which an employee is to be compensated at a rate that represents a number of work days (hours) that is less than the actual work days (hours) in the pay period, the formula to be used is: monthly rate divided by two equals pay period rate; pay period rate divided by days (hours) scheduled equals daily (hourly) rate; daily (hourly) rate multiplied by days (hours) worked equals gross amount earned.
- (c) Part-time work - Part-time employees whose base salary is other than an hourly or daily basis shall be paid on a daily rate basis which will be computed from annual rates of salary and the total number of work days in the year.

Section P.E.C.S. 13.00 Implementation - Effective April 16, 1979, the rates of pay for all employees whose base rate is less than the minimum of the relevant salary range shall be advanced to the minimum of the new salary range. Employees whose base rate falls between the minimum and maximum of the relevant salary range will retain their current base rate with no increase in pay. Creditable service dates shall be maintained.

PART V

Section P.E.C.S. 14.00 Merit Increase Guide Chart

| <u>Performance Rating</u> | <u>Increase Range</u> |
|---------------------------|-----------------------|
| Superior                  | 10 - 12%              |
| More than Satisfactory    | 7 - 9%                |
| Satisfactory              | 4 - 6%                |
| Improvement Needed        | 1 - 3%                |
| Unsatisfactory            | 0                     |

PERFORMANCE EVALUATION SALARY SCHEDULE

| <u>Salary Range</u> | <u>Minimum</u> | <u>Maximum</u> |
|---------------------|----------------|----------------|
| PECS 1              | \$1291         | \$1614         |
| PECS 2              | \$1397         | \$1806         |
| PECS 3              | \$1624         | \$2110         |
| PECS 4              | \$1821         | \$2345         |
| PECS 5              | \$1958         | \$2579         |
| PECS 6              | \$2081         | \$2761         |
| PECS 7              | \$2216         | \$2944         |

PART VI

DEPUTY DIRECTOR RATES

| <u>Title</u>    | <u>Annual Rates</u> |                |
|-----------------|---------------------|----------------|
|                 | <u>Minimum</u>      | <u>Maximum</u> |
| Deputy Director | \$21,600            | \$38,000       |

The rates of pay for employees occupying or appointed to a position in the class of position of Deputy Director shall be as listed in the above schedule. All provisions of Part IV of the Pay Plan except Section P.E.C.S. 5.00 (c), (d) and (g) shall apply to these positions. Merit increase guidelines for Deputy Directors shall be as determined by the Director of Personnel.

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OFFICE OF THE SECRETARY OF STATE  
SPRINGFIELD, ILLINOIS 62756

October 7, 1982

TO: Holders of the Secretary of State, Department of Personnel Pay Plan  
FROM: Christopher P. Mariades, Acting Director of Personnel  
SUBJECT: Amendments to Secretary of State, Department of Personnel Pay Plan

Enclosed are amended pages to the Secretary of State, Department of Personnel Pay Plan which include:

- Amendment to Part II, Section 2.00(a) to include an updated listing as of October 1, 1982 of those titles covered by the GSEU contract and the appropriate monthly/hourly rates.  
(Pages 15, 16, 17, 20 and 21)
- Amendment to Part II, Section 4.00 to remove those Intermittent class titles from the hourly rate provisions of the Pay Plan which are covered in Part II, Section 2.00(a) effective 9-21-82.  
(Page 25A)
- Addition to Part IV, Section P.E.C.S. 9.00(h)(2) to provide for the payment of sworn personnel employed by the Department of Police who are participating in the DUI Enforcement Project effective 10-1-82.  
(Page 35)

If you have any questions regarding these amendments, do not hesitate to contact this office.

Enclosures

DEPOSITORY

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UNIVERSITY OF ILLINOIS  
AT URBANA-CHAMPAIGN

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## PART II - SCHEDULE OF RATES

An employee occupying a position for which the rate of pay is determined by one of the methods enumerated below shall be paid a wage as specified.

Section 1.00 Prevailing Rate - The rate of pay for each class and work locality certified as being correct by the Director of Labor and approved by the Director of Personnel; or as established under "An Act regulating wages of laborers, mechanics and other workmen employed . . . under contract for public works. Approved June 26, 1941, as amended." The following are prevailing rate classes:

- Asbestos Worker
- Maintenance Brickmason
- Maintenance Brickmason Foreman
- Maintenance Carpenter
- Maintenance Carpenter Foreman
- Maintenance Electrician
- Maintenance Electrician Foreman
- Maintenance Laborer
- Maintenance Laborer Foreman
- Maintenance Painter
- Maintenance Painter Foreman
- Maintenance Plumber
- Maintenance Plumber Foreman
- Maintenance Steamfitter
- Maintenance Tinsmith
- Maintenance Worker - Power Plant
- Refrigeration & Air Conditioning Repairer
- Stationary Engineer
- Stationary Fireman
- Tile, Marble and Terrazzo Helper

Section 2.00 Negotiated Rate - The rate of pay for a class in any specific area or department or in a specific area for a department as established and approved by the Director of Personnel (Secretary of State, Department of Personnel) after having conducted negotiations for this purpose as provided in Section 6a(6) of the Code.

(a) The negotiated rates of pay for all permanent employees in the following classifications wherever employed in the Office of the Secretary of State shall be as indicated:

|  |          |
|--|----------|
| Account Clerk I                          | Grade 4  |
| Account Clerk II                         | Grade 6  |
| Account Technician I                     | Grade 9  |
| Account Technician II                    | Grade 11 |
| Accountant I                             | Grade 12 |
| Accountant II                            | Grade 14 |
| Accountant III                           | Grade 16 |
| Bindery Operator                         | Grade 7  |
| Clerk I                                  | Grade 1  |
| Clerk II                                 | Grade 2  |
| Clerk III                                | Grade 4  |
| Clerk IV                                 | Grade 7  |
| Clerk Stenographer I                     | Grade 3  |
| Clerk Stenographer II                    | Grade 4  |
| Clerk Stenographer III                   | Grade 6  |
| Clerk Typist I                           | Grade 2  |
| Clerk Typist II                          | Grade 3  |
| Clerk Typist III                         | Grade 5  |
| Communications Network Controller I      | Grade 8  |
| Communications Network Controller II     | Grade 10 |
| Computer Operator I                      | Grade 6  |
| Computer Operator II                     | Grade 9  |
| Computer Operator III                    | Grade 12 |
| Computer Operator IV                     | Grade 14 |
| Computer Output Microfilm Operator I     | Grade 5  |
| Computer Output Microfilm Operator II    | Grade 7  |
| Computer Output Microfilm Operator III   | Grade 9  |
| Computer Production Controller I         | Grade 6  |
| Computer Production Controller II        | Grade 9  |
| * Computer Production Controller III     | Grade 13 |
| * Computer Production Controller IV      | Grade 15 |
| Data Input Operator I                    | Grade 2  |
| Data Input Operator II                   | Grade 4  |
| Data Input Operator III                  | Grade 5  |
| Data Input Operator IV                   | Grade 7  |
| ** Driver Services Technician            | Grade 11 |
| Drivers License Hearing Officer I        | Grade 14 |
| Duplicating Machine Operator I           | Grade 5  |
| Duplicating Machine Operator II          | Grade 9  |
| *** Intermittent Clerk I                 | Grade 1  |
| *** Intermittent Clerk II                | Grade 2  |
| *** Intermittent Clerk III               | Grade 4  |
| *** Intermittent Clerk Typist I          | Grade 2  |
| *** Intermittent Clerk Typist II         | Grade 3  |
| *** Intermittent Clerk Typist III        | Grade 5  |
| *** Intermittent Public Inquiry Operator | Grade 7  |

|  |          |
|--|----------|
| Methods & Procedures Advisor I               | Grade 14 |
| Methods & Procedures Advisor II              | Grade 16 |
| Methods & Procedures Advisor III             | Grade 18 |
| Microfilm Laboratory Technician I            | Grade 7  |
| Microfilm Laboratory Technician II           | Grade 9  |
| Microfilm Operator I                         | Grade 3  |
| Microfilm Operator II                        | Grade 5  |
| Microfilm Operator III                       | Grade 7  |
| Public Inquiry Operator                      | Grade 7  |
| * Safety & Financial Responsibility          |          |
| Hearing Officer                              | Grade 14 |
| * Stores Clerk                               | Grade 4  |
| * Switchboard Operator                       | Grade 4  |
| Teletype Operator                            | Grade 7  |
| Validating & Calculating Machine Operator I  | Grade 2  |
| Validating & Calculating Machine Operator II | Grade 4  |
| Word Correspondence Operator I               | Grade 5  |
| Word Correspondence Operator II              | Grade 7  |
| Word Correspondence Operator III             | Grade 9  |

**\*For purposes of accreting employees classified as Computer Production Controller III and IV, Drivers License Hearing Officer I, Safety & Financial Responsibility Hearing Officer, Switchboard Operator or Stores Clerks in Cook County to negotiated rates of pay provided by the current collective bargaining agreement which becomes effective July 1, 1981, incumbents will be placed at a step in the assigned pay grade which represents at least a minimum increase of \$55 per month with the employee going to the next higher step when the rate falls between steps.**

**\*\* For purposes of accreting employees classified as Driver Services Technician to negotiated rates of pay provided by the current collective bargaining agreement which became effective July 1, 1981, incumbents shall be advanced to the lowest step in the negotiated pay grade which represents an increase in pay. If an employee becomes eligible for a satisfactory performance increase as a result of this action, a one step increase will be granted immediately.**

**\*\*\* For purposes of accreting employees classified as Intermittent Clerk I, II, III, Intermittent Clerk Typist I, II, III, and Intermittent Public Inquiry Operator to negotiated rates of pay, the existing monthly negotiated rates of pay for permanent full-time positions of Clerk I, II, III, Clerk Typist I, II, III and Public Inquiry Operator respectively shall be converted to hourly rates of pay.**

|              | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 |
|--------------|--------|--------|--------|--------|--------|--------|--------|
| PAY GRADE 1  |        |        |        |        |        |        |        |
| As of 7-1-80 | 657    | 684    | 713    | 742    | 772    | 802    | 829    |
| As of 7-1-81 | 712    | 739    | 768    | 797    | 827    | 857    | 884    |
| As of 7-1-82 | 782    | 809    | 838    | 867    | 897    | 927    | 954    |
| Hourly       | 4.79   | 4.96   | 5.14   | 5.31   | 5.50   | 5.68   | 5.85   |
| PAY GRADE 2  |        |        |        |        |        |        |        |
| As of 7-1-80 | 684    | 713    | 742    | 774    | 806    | 834    | 866    |
| As of 7-1-81 | 739    | 768    | 797    | 829    | 861    | 889    | 921    |
| As of 7-1-82 | 809    | 838    | 867    | 899    | 931    | 959    | 991    |
| Hourly       | 4.96   | 5.14   | 5.31   | 5.51   | 5.71   | 5.88   | 6.08   |
| PAY GRADE 3  |        |        |        |        |        |        |        |
| As of 7-1-80 | 713    | 742    | 776    | 808    | 838    | 873    | 905    |
| As of 7-1-81 | 768    | 797    | 831    | 863    | 893    | 928    | 960    |
| As of 7-1-82 | 838    | 867    | 901    | 933    | 963    | 998    | 1030   |
| Hourly       | 5.14   | 5.31   | 5.52   | 5.72   | 5.90   | 6.12   | 6.31   |
| PAY GRADE 4  |        |        |        |        |        |        |        |
| As of 7-1-80 | 742    | 776    | 809    | 842    | 877    | 913    | 947    |
| As of 7-1-81 | 797    | 831    | 864    | 897    | 932    | 968    | 1002   |
| As of 7-1-82 | 867    | 901    | 934    | 967    | 1002   | 1038   | 1072   |
| Hourly       | 5.31   | 5.52   | 5.73   | 5.93   | 6.14   | 6.36   | 6.57   |
| PAY GRADE 5  |        |        |        |        |        |        |        |
| As of 7-1-80 | 776    | 810    | 849    | 882    | 919    | 955    | 990    |
| As of 7-1-81 | 831    | 865    | 904    | 937    | 974    | 1010   | 1045   |
| As of 7-1-82 | 901    | 935    | 974    | 1007   | 1044   | 1080   | 1115   |
| Hourly       | 5.52   | 5.73   | 5.97   | 6.17   | 6.40   | 6.63   | 6.84   |
| PAY GRADE 6  |        |        |        |        |        |        |        |
| As of 7-1-80 | 810    | 850    | 885    | 924    | 963    | 1003   | 1041   |
| As of 7-1-81 | 865    | 905    | 940    | 979    | 1018   | 1058   | 1096   |
| As of 7-1-82 | 935    | 975    | 1010   | 1049   | 1088   | 1128   | 1166   |
| PAY GRADE 7  |        |        |        |        |        |        |        |
| As of 7-1-80 | 850    | 890    | 927    | 970    | 1012   | 1055   | 1100   |
| As of 7-1-81 | 905    | 945    | 982    | 1025   | 1067   | 1110   | 1155   |
| As of 7-1-82 | 975    | 1015   | 1052   | 1095   | 1137   | 1180   | 1225   |
| Hourly       | 5.98   | 6.22   | 6.45   | 6.71   | 6.97   | 7.23   | 7.51   |

(Revised 9-21-82)

Cook County

|                              | In-Hire | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 |
|------------------------------|---------|--------|--------|--------|--------|--------|--------|
| Facility Service Clerk I     | 775     | 806    | 847    | 887    | 928    | 969    |        |
| As of 7-1-80                 | 830     | 870    | 910    | 950    | 990    | 1030   |        |
| As of 7-1-81                 | 890     | 930    | 970    | 1010   | 1050   | 1090   |        |
| As of 7-1-82                 | 5.46    | 5.70   | 5.95   | 6.19   | 6.44   | 6.68   |        |
| Intermittent Fac. Serv. Cl I |         |        |        |        |        |        |        |
| Facility Service Clerk II    |         |        |        |        |        |        |        |
| As of 7-1-80                 | 928     | 979    | 1030   | 1081   | 1132   |        |        |
| As of 7-1-81                 | 930     | 990    | 1050   | 1110   | 1170   | 1230   |        |
| As of 7-1-82                 | 990     | 1050   | 1110   | 1170   | 1230   | 1290   |        |

## Facility Service Representative

|              |      |      |      |      |
|--------------|------|------|------|------|
| As of 7-1-80 | 1163 | 1214 | 1270 |      |
| As of 7-1-81 | 1175 | 1240 | 1305 | 1370 |
| As of 7-1-82 | 1235 | 1300 | 1365 | 1430 |

Collar County Facilities  
(DuPage, Kane, Lake, McHenry and Will)

|                               |      |      |      |      |      |      |      |
|-------------------------------|------|------|------|------|------|------|------|
| Facility Service Clerk I      | 701  | 745  | 791  | 831  | 960  | 1000 |      |
| As of 7-1-80                  | 800  | 840  | 880  | 920  | 990  | 1030 | 1070 |
| As of 7-1-81                  | 870  | 910  | 950  | 990  |      |      | 1070 |
| As of 7-1-82                  | 5.33 | 5.58 | 5.82 | 6.07 | 6.31 | 6.56 |      |
| Intermittent Fac. Serv. Clerk |      |      |      |      |      |      |      |
| Facility Service Clerk II     |      |      |      |      |      |      |      |
| As of 7-1-80                  | 831  | 867  | 908  |      |      |      |      |
| As of 7-1-81                  | 900  | 960  | 1020 | 1080 | 1140 |      |      |
| As of 7-1-82                  | 970  | 1030 | 1090 | 1150 | 1210 |      |      |

|                                 |      |      |      |      |
|---------------------------------|------|------|------|------|
| Facility Service Representative | 1020 | 1081 | 1148 |      |
| As of 7-1-80                    | 1070 | 1135 | 1210 | 1275 |
| As of 7-1-81                    | 1140 | 1205 | 1280 | 1345 |

(Revised 9-21-82)

| <u>Downstate County Facilities</u> | <u>In-Hire</u> | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> |
|------------------------------------|----------------|---------------|---------------|---------------|---------------|---------------|
| Facility Service Clerk I           |                |               |               |               |               |               |
| As of 7-1-80                       | 701            | 745           | 791           | 831           |               |               |
| As of 7-1-81                       | 760            | 800           | 840           | 880           | 920           | 960           |
| As of 7-1-82                       | 830            | 870           | 910           | 950           | 990           | 1030          |
| Intermittent Facility Serv. Clerk  | 5.09           | 5.33          | 5.58          | 5.82          | 6.07          | 6.31          |
| Facility Service Clerk II          |                |               |               |               |               |               |
| As of 7-1-80                       | 831            | 867           | 908           |               |               |               |
| As of 7-1-81                       | 860            | 920           | 980           | 1040          | 1100          |               |
| As of 7-1-82                       | 930            | 990           | 1050          | 1110          | 1170          |               |
| Facility Service Representative    |                |               |               |               |               |               |
| As of 7-1-80                       | 1020           | 1081          | 1148          |               |               |               |
| As of 7-1-81                       | 1060           | 1105          | 1180          | 1255          |               |               |
| As of 7-1-82                       | 1130           | 1175          | 1250          | 1325          |               |               |

FACILITY TITLES

Effective July 1, 1981, rates of pay for all employees occupying position titles of Facility Service Clerk I, Facility Service Clerk II and Facility Service Representative shall be advanced to the new rate in the same step as set forth in the schedule of rates.

Effective July 1, 1982, rates of pay for all employees occupying position titles of Facility Service Clerk I, Facility Service Clerk II and Facility Service Representative in downstate county facilities and the collar county (DuPage, Kane, Lake, McHenry and Will) facilities shall be increased by \$70 per month. Employees occupying these position titles in the Cook County facilities shall be increased by \$60 per month.

Employees who have completed twelve (12) months or more of creditable service at their current rate as of June 30, 1981 shall be advanced one step in the new rate schedule effective July 1, 1981. Employees who have less than twelve (12) months creditable service at their current rate as of June 30, 1981 shall be advanced one step in the new rate schedule upon completion of twelve (12) months creditable service. Thereafter, all employees will achieve the next higher step after twelve (12) months of creditable service. Such increases shall become effective on the first day of the month within which the required period of creditable service is reached.

Section 3.00 Designated Rate - The rate of pay for a specific position or class of positions where it is deemed desirable to exclude such from the other requirements of this Pay Plan. Rates of pay shall be only as designated by the Secretary of State.

Executive Information Representative (Position #K3620-82-00-00-016)

|                   | <u>Annual Salary</u> |
|-------------------|----------------------|
| Effective 8-1-80: | \$30,444             |

Section 4.00 Hourly Rate - The rate of pay for a class in any department as established and approved by the Director of Personnel where the work is of an intermittent nature and whose compensation is based on an hourly rate shall be paid in accordance with the following schedule.

|                             |        |
|-----------------------------|--------|
| Intermittent Security Guard | \$6.98 |
|-----------------------------|--------|



area of assignment effective the first day of the pay period following approval.

(e) Overtime Pay - Employees in class titles which are determined to be eligible for overtime shall be paid in the following manner. Work performed in excess of the normal work schedule as established by the department but where that schedule is less than a forty (40) hour work week, shall be compensated at a straight time rate on either a cash or compensatory time off basis for all hours worked between the normal work schedule and forty (40) hours per week. Work in excess of forty (40) hours in a work week shall be compensated at time and one-half on either a cash or compensatory time off basis.

All employee overtime compensation shall be liquidated within forty-five (45) calendar days of its accumulation.

(f) Lump Sum Payment - Lump sum payment shall be provided for accrued vacation and overtime at the current base rate to those employees separated from employment under the Secretary of State Merit Employment Code. Leaves of absence and layoffs are not separations and therefore, no lump sum payment may be given. The method of computation for lump sum payment is explained in Section P.E.C.S. 12.00(a) of the Performance Evaluation Compensation System.

(g) Salary Treatment Upon Return From Leave - An employee returning from military leave, peace corps leave, vista leave, service-connected disability leave, leave to accept temporary, emergency, provisional, exempt or trainee position, or educational leave will have his/her salary established as determined by the department director and the Director of Personnel. However, in no event shall the resulting salary be lower than the minimum rate or higher than the maximum rate of the salary range. The employee's creditable service date will be maintained. An employee returning to his/her position from any

other leave of over fourteen days will be placed at the salary which the employee received prior to the leave and the creditable service date will be extended by the duration of the leave.

(h) Special Assignment Pay

(1) For employees in the following class titles, upon assignment to a position in the Department of Police, Auto Theft, and in the Department of Internal Affairs, excluding positions assigned as commander of such organizational entities, a differential of \$200 per month will be added to the base salary for the duration of the assignment. Persons presently occupying positions as outlined above shall receive the differential of \$200 per month effective November 1, 1981. This differential will not affect the creditable service date.

Investigator Trainee  
Investigator  
Investigator Sergeant  
Investigator Lieutenant

(2) Effective October 1, 1982, for those sworn personnel from the Department of Police participating in the D.U.I. Enforcement Project during off-duty hours in the counties of Winnebago, Lake, Cook, Madison, St. Clair, Sangamon and DuPage, the rate of pay shall be \$11.00 per hour.

Section P.E.C.S. 10.00 Definitions - The following are definitions of certain terms and are for purposes of clarification as they affect the Performance Evaluation System only.

Adjustment in Salary - A change in salary to correct a previous error or oversight, or required in the best interest of the department and the Office of the Secretary of State.

Base Salary - The dollar amount of pay of an employee as determined under the provisions of the Performance Evaluation Compensation System.

Base salary does not include overtime pay or deductions for time not worked.

Comparable Classes - Two or more classes that are in the same Salary Range.

Creditable Service - All service in full or regularly scheduled part-time pay status beginning with the date of initial employment or the effective date of the last in-range increase resulting from promotion or reallocation. Salary adjustments as provided for in Section P.E.C.S. 7.00 which are approved in the best interest of the department and the Office of the Secretary of State shall cause an employee's creditable service date to be changed to the effective date of said adjustment, unless the Director of Personnel determines such changes to be inequitable.

Demotion - The assignment for cause of an employee to a vacant position in a class in a lower salary range than the former salary range.



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ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
NOTIFICATION OF REVISIONS IN CLASSIFICATION AND PAY PLAN  
JULY 1, 1982

PAY PLAN  
PART II-SCHEDULE OF RATES

DEPOSITORY

Section 2.00

NEGOTIATED RATE

UNIVERSITY OF ILLINOIS  
AT URBANA-CHAMPAIGN

C. Local #726 (HR-001) - Department of Transportation - Division of Highways - Emergency Patrol - Northeast Region - (Cook)

|  | <u>July 1, 1982</u> |            |
|--|---------------------|------------|
|  | <u>Mo.</u>          | <u>Hr.</u> |
| Highway Maintenance Equipment Operator | \$1903              | \$10.94    |
| Highway Maintenance Lead Worker        | 2032                | 11.68      |
| Maintenance Worker                     | 1847                | 10.61      |

Local #726 (HR-001) - Department of Public Health - Northeast Region - (Cook)

|                    | <u>July 1, 1982</u> |            |
|--------------------|---------------------|------------|
|                    | <u>Mo.</u>          | <u>Hr.</u> |
| Maintenance Worker | \$1706              | \$ 9.80    |

Local #726 (HR-001) - Department of Transportation - Division of Highways - Northeast Region (Cook)

|   | <u>July 1, 1982</u> |            |
|---|---------------------|------------|
|   | <u>Mo.</u>          | <u>Hr.</u> |
| Heavy Construction Equipment Operator                     | \$1952              | \$11.22    |
| Highway Maintenance Equipment Operator                    | 1853                | 10.65      |
| Highway Maintenance Equipment Operator<br>(Tractor Mower) | 1853                | 10.65      |
| Highway Maintenance Lead Worker                           | 1982                | 11.39      |
| Highway Maintainer  | 1853                | 10.65      |
| Laborer Maintenance                                       | 1761                | 10.16      |
| Maintenance Worker  | 1797                | 10.33      |

Local #726 (HR-001) - Department of Children & Family Services, Labor, Mental Health & Developmental Disabilities, Public Aid, Public Health, Rehabilitation Services - Northeast Region - (Cook)

|                                | <u>July 1, 1982</u> |            |
|--------------------------------|---------------------|------------|
|                                | <u>Mo.</u>          | <u>Hr.</u> |
| Maintenance Equipment Operator | \$1853              | \$10.65    |

Local #726 (HR-001) - Department of Mental Health & Developmental Disabilities - Northeast Region (Cook)

|                    | <u>July 1, 1982</u> |            |
|--------------------|---------------------|------------|
|                    | <u>Mo.</u>          | <u>Hr.</u> |
| Grounds Supervisor | \$1739              | \$ 9.99    |
| Maintenance Worker | 1706                | 9.80       |

Section 2.00 NEGOTIATED RATE

C. Local #330 (RC-020) - Departments of Central Management Services, Children & Family Services, Corrections, Labor, Mental Health & Developmental Disabilities - (Counties of DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

July 1, 1982  
Mo. Hr.  
Maintenance Equipment Operator \$1836 \$10.55

Local #330 (RC-020) - Department of Transportation - Division of Highways - (Counties of DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

|  | <u>July 1, 1982</u>   |
|--|-----------------------|
|  | <u>Mo.</u> <u>Hr.</u> |
| Bridge Mechanic                        | \$1836 \$10.55        |
| Bridge Tender                          | 1685 9.68             |
| Highway Maintenance Equipment Operator | 1836 10.55            |
| Highway Maintenance Lead Worker        | 1889 10.86            |
| Highway Maintainer                     | 1836 10.55            |
| Janitor I                              | 1690 9.71             |
| Janitor II                             | 1716 9.86             |
| Labor Maintenance Lead Worker          | 1817 10.44            |
| Laborer Maintenance                    | 1738 9.99             |
| Maintenance Worker                     | 1772 10.18            |
| Power Shovel Operator (Maintenance)    | 1851 10.64            |
| Silk Screen Operator                   | 1907 10.96            |
| Watch Attendant I                      | 1712 9.84             |
| Watch Attendant II                     | 1754 10.08            |

Local #330 (RC-020) - Department of Central Management Services - Division of Vehicles - (Counties of DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

|                    | <u>July 1, 1982</u>   |
|--------------------|-----------------------|
|                    | <u>Mo.</u> <u>Hr.</u> |
| Janitor I          | \$1690 \$ 9.71        |
| Janitor II         | 1716 9.86             |
| Maintenance Worker | 1772 10.18            |
| Watch Attendant I  | 1712 9.84             |
| Watch Attendant II | 1754 10.08            |

Local #25 (RC-019) - Department of Transportation - Division of Highways - Downstate - (All Counties Other Than - Cook, DuPage, Kane, Kankakee, Lake, McHenry and Will)

|                  | <u>July 1, 1982</u>   |
|------------------|-----------------------|
|                  | <u>Mo.</u> <u>Hr.</u> |
| Bridge Mechanic  | \$1808 \$10.39        |
| Bridge Tender    | 1645 9.45             |
| Deck Hand        | 1658 9.53             |
| Ferry Operator I | 1808 10.39            |

Section 2.00 NEGOTIATED RATE

C. Local #25 (RC-019) - Department of Transportation - Division of Highways - Downstate - (All Counties Other Than - Cook, DuPage, Kane, Kankakee, Lake, McHenry and Will) (CONT'D)

|   | <u>July 1, 1982</u> |            |
|---|---------------------|------------|
|   | <u>Mo.</u>          | <u>Hr.</u> |
| Ferry Operator II                               | \$1843              | \$10.59    |
| Highway Maintenance Equipment Operator          | 1808                | 10.39      |
| Highway Maintenance Lead Worker                 | 1858                | 10.68      |
| Highway Maintainer                              | 1808                | 10.39      |
| Janitor I (including Office of Administration)  | 1663                | 9.56       |
| Janitor II (including Office of Administration) | 1689                | 9.71       |
| Laborer Maintenance                             | 1715                | 9.86       |
| Labor Maintenance Lead Worker                   | 1790                | 10.29      |
| Maintenance Worker (incl. Office of Admin.)     | 1747                | 10.04      |
| Power Shovel Operator (Maintenance)             | 1822                | 10.47      |
| Silk Screen Operator                            | 1875                | 10.78      |
| Watch Attendant I (incl. Office of Admin.)      | 1690                | 9.71       |
| Watch Attendant II (incl. Office of Admin.)     | 1730                | 9.94       |

Local #25 (RC-019) - Department of Central Management Services - Division of Vehicles - Downstate - (All Counties Other Than - Cook, DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

|  | <u>July 1, 1982</u> |            |
|--|---------------------|------------|
|  | <u>Mo.</u>          | <u>Hr.</u> |
| Janitor I                                      | \$1663              | \$ 9.56    |
| Janitor II                                     | 1689                | 9.71       |
| Maintenance Equipment Operator (all Divisions) | 1808                | 10.39      |
| Maintenance Worker                             | 1747                | 10.04      |
| Watch Attendant I                              | 1690                | 9.71       |
| Watch Attendant II                             | 1730                | 9.94       |

Local #25 (RC-019) - Department of Mental Health and Developmental Disabilities - Lincoln State School

|                     | <u>July 1, 1982</u> |            |
|---------------------|---------------------|------------|
|                     | <u>Mo.</u>          | <u>Hr.</u> |
| Laborer Maintenance | \$1715              | \$ 9.86    |

Local #25 (RC-019) - Departments of Children & Family Services, Corrections, Labor, Law Enforcement, Mental Health and Developmental Disabilities, Public Aid, Rehabilitation Services, Veteran's Affairs - Downstate - (All Counties Other Than - Cook, DuPage, Kane, Kankakee, Kendall, Lake, McHenry and Will)

|                                | <u>July 1, 1982</u> |            |
|--------------------------------|---------------------|------------|
|                                | <u>Mo.</u>          | <u>Hr.</u> |
| Maintenance Equipment Operator | \$1808              | \$10.39    |

Section 2.00      NEGOTIATED RATE

C. Local #25 (RC-019) - Department of Transportation - Division of Highways - Emergency Patrol - District #8

|  | <u>July 1, 1982</u> |            |
|--|---------------------|------------|
|  | <u>Mo.</u>          | <u>Hr.</u> |
| Highway Maintenance Equipment Operator | \$1843              | \$10.59    |
| Highway Maintenance Lead Worker        | 1896                | 10.90      |

L. Department of Agriculture (RC-33-OCB)

Effective July 1, 1982

|                               |        |        |
|-------------------------------|--------|--------|
| Meat and Poultry Inspector I  | \$1364 | \$1462 |
| Meat and Poultry Inspector II | \$1432 | \$1544 |

N. HR-12-SEIU

Effective July 1, 1982

|                               | <u>S T E P S</u> |          |          |          |          |          |          |
|-------------------------------|------------------|----------|----------|----------|----------|----------|----------|
|                               | <u>1</u>         | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>6</u> | <u>7</u> |
| Account Technician I          | 1092             | 1133     | 1177     | 1219     | 1264     | 1307     | 1348     |
| Account Technician II         | 1183             | 1233     | 1280     | 1331     | 1380     | 1428     | 1477     |
| Clerk III                     | 895              | 921      | 951      | 980      | 1008     | 1038     | 1068     |
| Clerk IV                      | 1017             | 1053     | 1089     | 1126     | 1163     | 1201     | 1241     |
| Clerk V                       | 1134             | 1182     | 1226     | 1273     | 1319     | 1366     | 1412     |
| Clerk Typist I                | 870              | 895      | 921      | 950      | 978      | 1004     | 1032     |
| Clerk Typist II               | 895              | 921      | 951      | 980      | 1008     | 1038     | 1068     |
| Clerk Typist III              | 951              | 982      | 1016     | 1048     | 1080     | 1112     | 1144     |
| Computer Production           | 1239             | 1292     | 1342     | 1396     | 1449     | 1502     | 1555     |
| Controller III                |                  |          |          |          |          |          |          |
| Data Input Operator III       | 951              | 982      | 1016     | 1048     | 1080     | 1112     | 1144     |
| Human Rights Investigator I   | 1294             | 1348     | 1406     | 1461     | 1518     | 1576     | 1633     |
| Human Rights Investigator II  | 1417             | 1483     | 1547     | 1610     | 1676     | 1739     | 1805     |
| Human Rights Investigator III | 1487             | 1556     | 1628     | 1696     | 1767     | 1838     | 1908     |
| Human Rights Specialist I     | 1294             | 1348     | 1406     | 1461     | 1518     | 1576     | 1633     |
| Human Rights Specialist II    | 1417             | 1483     | 1547     | 1610     | 1676     | 1739     | 1805     |
| Secretary II                  | 1239             | 1292     | 1342     | 1396     | 1449     | 1502     | 1555     |
| Technical Advisor II          | 1645             | 1726     | 1805     | 1886     | 1965     | 2042     | 2122     |
| Technical Advisor III         | 1936             | 2035     | 2133     | 2233     | 2333     | 2430     | 2532     |

PAY PLAN  
PART II-SCHEDULE OF RATES

Section 2.00 NEGOTIATED RATE

0. Salary Schedule - Educator - Illinois School for the Deaf -  
Academic Year 1982-1983

(Effective August 1, 1982)

|  | <u>Lane 1</u> | <u>Lane 2</u> | <u>Lane 3</u> | <u>Lane 4</u> | <u>Lane 5</u> | <u>Lane 6</u> | <u>Lane 7</u> |
|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|

VALID APPROPRIATE TEACHING CERTIFICATE AND

| <u>Step</u> | <u>B. A.</u> | <u>B. A. + 8 hours</u> | <u>B. A. + 16 hours</u> | <u>B. A. + 24 hours</u> | <u>M. A.</u> | <u>M. A. + 16 hours</u> | <u>M. A. + 32 hours</u> |
|-------------|--------------|------------------------|-------------------------|-------------------------|--------------|-------------------------|-------------------------|
| 1           | 13,997       | 14,458                 | 14,861                  | 15,278                  | 15,745       | 16,120                  | 16,611                  |
| 2           | 14,812       | 15,267                 | 15,737                  | 16,196                  | 16,668       | 17,050                  | 17,544                  |
| 3           | 15,612       | 16,109                 | 16,622                  | 17,113                  | 17,603       | 17,992                  | 18,495                  |
| 4           | 16,409       | 16,949                 | 17,492                  | 18,025                  | 18,559       | 18,954                  | 19,465                  |
| 5           | 17,251       | 17,822                 | 18,332                  | 18,958                  | 19,525       | 19,927                  | 20,445                  |
| 6           | 18,055       | 18,667                 | 19,259                  | 19,866                  | 20,451       | 20,857                  | 21,381                  |
| 7           | 19,201       | 19,837                 | 20,489                  | 21,158                  | 21,792       | 22,219                  | 22,768                  |

Section 3.00 PART-TIME DAILY OR HOURLY SPECIAL SERVICES RATE

RATE CHANGE -- Hearings Referee \$75 to \$175 \$200 Eff. 7-1-82  
INSERT ----- Hearing and Speech Specialist III \$15 to \$30 (per hour) Eff. 7-1-82

Section 8.00 DESIGNATED RATE

Department of Central Management Services

INSERT ----- Administrative Services Program Executive Annual Salary \$49,632 Eff. 7-1-82  
(Pos. No. 00580-37-09-000-00-01)

Department of Nuclear Safety

CORRECTION --- Nuclear Engineer III (Pos. No. 13173 29003-43-00-000-00-01)

Section 9.00 OUT OF STATE OR FOREIGN SERVICE RATE

| <u>Title</u>   | <u>Range</u>  |
|--|---------------|
| Account Technician I<br>(New Jersey/Texas/California/Ohio) | \$1163---1435 |
| Clerk Typist I<br>(Foreign Service)                        | 637----897    |
| Clerk Typist III<br>(New Jersey/Texas/California/Ohio)     | 1013---1218   |
| Secretary I<br>(New Jersey/Texas/California/Ohio)          | \$1163---1435 |

(Range changes effective July 1, 1982)

\* \* \* \*

Add to your listing of Titles Eligible for Overtime issued August 3, 1981:

Property and Supply Clerk III Time and one-half Overtime

| <u>Spec<br/>Code</u> | <u>Position<br/>Code</u> | <u>EOC CODE CHANGES</u>        |
|----------------------|--------------------------|--------------------------------|
|                      |                          | <u>Effective June 28, 1982</u> |
| 0571                 | 11041                    | Dangerous Drugs Special        |
| 0572                 | 11042                    | Dangerous Drugs Special        |
| 0573                 | 11043                    | Dangerous Drugs Special        |

Transmittal #9  
July 6, 1982  
Bureau of Personnel  
Division of Technical Services  
Standards and Pay Section

351.1  
10637pa1982  
Syr. 10ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
NOTIFICATION OF REVISIONS IN CLASSIFICATION AND PAY PLAN  
JULY 16, 1982UNIVERSITY OF ILLINOIS  
AT URBANA-CHAMPAIGN

## FROM:

| Spec<br>Code | Pos.<br>Code | Sal.<br>Gr. | ABOLISHED CLASSES<br>Effective July 16, 1982 | Spec<br>Code | Pos.<br>Code | EEOC<br>Code | Sal.<br>Gr. |
|--------------|--------------|-------------|--|--------------|--------------|--------------|-------------|
| 0626         | 39862        | MC 05       | Security and Fraud Investigator II           |              |              |              | A           |
| 0627         | 39863        | MC 09       | Security and Fraud Investigator III          |              |              |              | A           |
| 7715         | 42325        | SG 10       | State Services Representative                |              |              |              | A           |
| 7716         | 42327        | SG 10       | State Services Representative -<br>Spanish   |              |              |              | A           |

## TO:

| Spec<br>Code | Pos.<br>Code | EEOC<br>Code | Sal.<br>Gr. |
|--------------|--------------|--------------|-------------|
|              |              |              | C           |
|              |              |              | C           |
|              |              |              | C           |
|              |              |              | C           |
|              |              |              | C           |
|              |              |              | C           |
|              |              |              | C           |
|              |              |              | C           |
|              |              |              | C           |
|              |              |              | C           |
|              |              |              | C           |
|              |              |              | C           |

## PROCESSED CODES:

| REVISED CLASSES<br>Effective July 16, 1982 |       |       |  |
|--|-------|-------|--|
| 0111                                       | 00501 | MC 04 | Administrative Assistant I                 |
| 0112                                       | 00502 | MC 06 | Administrative Assistant II                |
| 0113                                       | 00503 | MC 09 | Administrative Assistant III               |
| 0114                                       | 00504 | MC 12 | Administrative Assistant IV                |
| 7747                                       | 01901 | MC 10 | Assistant Guardianship<br>Administrator I  |
| 7748                                       | 01902 | MC 12 | Assistant Guardianship<br>Administrator II |
| 7671                                       | 06701 | SG 05 | Case Service Coordinator I                 |
|  |       | SG 07 | RC-14                                      |
| 7672                                       | 06702 | SG 07 | Case Service Coordinator II                |
| 7673                                       | 06703 | SG 09 | Case Service Coordinator III               |
|  |       | RC-14 |  |
| 7107                                       | 07176 | RC-9  | Child Care Service Worker Assoc            |
| 7108                                       | 07177 | RC-9  | Child Care Service Worker I                |
| 7109                                       | 07178 | RC-9  | Child Care Service Worker II               |
| 0091                                       | 08051 | SG 01 | Clerk I                                    |
|  |       | RC-14 |  |
| 0092                                       | 08052 | SG 02 | Clerk II                                   |
|  |       | PT    |  |

FROM:

TO:

PROCESSED CODES:

|      |       | Spec<br>Code | Pos.<br>Code | Sal.<br>Gr.                       | REVISED CLASSES<br><u>Effective July 16, 1982</u> | Spec<br>Code | Pos.<br>Code | EEOC<br>Code     | Sal.<br>Gr. |
|------|-------|--------------|--------------|-----------------------------------|---|--------------|--------------|------------------|-------------|
| 0093 | 08053 | SG           | 04           | Clerk III                         | RC-14<br>HR-12<br>PT                              | SG           | 07           | Clerk IV         | C           |
| 0094 | 08054 | SG           | 10           | Clerk V                           | RC-14<br>HR-12                                    | SG           | 10           | Clerk V          | C           |
| 0095 | 08055 | SG           | 02           | Clerk Typist I                    | RC-14<br>HR-12                                    | SG           | 02           | Clerk Typist I   | C           |
| 0011 | 08201 | PT           | 03           | Clerk Typist II                   | RC-14<br>HR-12                                    | PT           | 03           | Clerk Typist II  | C           |
| 0012 | 08202 | PT           | 05           | Clerk Typist III                  | RC-14<br>HR-12                                    | PT           | 05           | Clerk Typist III | C           |
| 0013 | 08203 | SG           | 05           | Clerk Typist III                  | RC-14<br>HR-12                                    | SG           | 05           | Clerk Typist III | C           |
|      |       | OSR          |              |                                   |   |              |              |                  |             |
|      |       | 7091         | 09827        | Corrections Parole Agent I        | RC-27   |              |              |                  | C           |
|      |       | 7092         | 09828        | Corrections Parole Agent II       | RC-27   |              |              |                  | C           |
|      |       | 7093         | 09829        | Corrections Parole Agent III      | RC-27   |              |              |                  | C           |
|      |       | 7121         | 09837        | Corrections Residence Counselor I | RC-6  |              |              |                  | C           |
|      |       | 1898         | 13621        | Employment Security Manpower      | SG  | 11           |              |                  | C           |
|      |       |              | RC-27        | Representative I                  |   |              |              |                  | C           |
|      |       |              | SG           | 13                                | Employment Security Manpower                      |              |              |                  | C           |
|      |       | 1899         | 13622        | Representative II                 | RC-27   |              |              |                  | C           |
|      |       | 1900         | 13623        | Employment Security Manpower      | SG  | 15           |              |                  | C           |
|      |       | 1896         | 13631        | Representative III                | RC-27   |              |              |                  | C           |
|      |       |              | SG           | 06                                | Employment Security Manpower                      |              |              |                  | C           |
|      |       |              | RC-28        | Technician I                      |   |              |              |                  | C           |

FROM:

TO:

PROCESSED CODES:

| Spec<br><u>Code</u> | Pos.<br><u>Code</u> | Sal.<br><u>Gr.</u> | REVISED CLASSES<br><u>Effective July 16, 1982</u>     | Spec<br><u>Code</u> | Pos.<br><u>Code</u> | EOC<br><u>Code</u> | Sal.<br><u>Gr.</u> |
|---------------------|---------------------|--------------------|---|---------------------|---------------------|--------------------|--------------------|
| 1897                | 13632               | SG 08<br>RC-28     | Employment Security Manpower<br>Technician II         |                     |                     |                    | C                  |
| 0131                | 13851               | MC 05              | Executive I   |                     |                     |                    | C                  |
| 0132                | 13852               | MC 07              | Executive II  |                     |                     |                    | C                  |
| 1979                | 21689               | RC-27              | Intermittent Unemployment Insurance<br>Representative |                     |                     |                    | C                  |
| 1977                | 21690               | RC-28              | Intermittent Unemployment Insurance<br>Technician     |                     |                     |                    | C                  |
| 0521                | 21691               | MC 04              | Internal Security Investigator I                      |                     |                     |                    | C                  |
| 0522                | 21692               | MC 07              | Internal Security Investigator II                     |                     |                     |                    | C                  |
| 0523                | 21693               | MC 10              | Internal Security Investigator III                    |                     |                     |                    | C                  |
| 0524                | 21694               | MC 12              | Internal Security Investigator IV                     |                     |                     |                    | C                  |
| 6671                | 23551               | RC-9<br>RC-28      | Licensed Practical Nurse I                            |                     |                     |                    | C                  |
| 6672                | 23552               | RC-9<br>RC-28      | Licensed Practical Nurse II                           |                     |                     |                    | C                  |
| 6647                | 27011               | RC-9               | Mental Health Technician I                            |                     |                     |                    | C                  |
| 6648                | 27012               | RC-9               | Mental Health Technician II                           |                     |                     |                    | C                  |
| 6649                | 27013               | RC-9               | Mental Health Technician III                          |                     |                     |                    | C                  |
| 6651                | 27015               | RC-9               | Mental Health Technician V                            |                     |                     |                    | C                  |
| 1591                | 31571               | MC 05              | Personnel Analyst I                                   |                     |                     |                    | C                  |
| 1592                | 31572               | MC 08              | Personnel Analyst II                                  |                     |                     |                    | C                  |
| 1587                | 31631               | MC 01              | Personnel Technician I                                |                     |                     |                    | C                  |
| 1588                | 31632               | MC 03              | Personnel Technician II                               |                     |                     |                    | C                  |
| 7881                | 35811               | SG 06<br>RC-28     | Public Aid Caseworker I                               |                     |                     |                    | C                  |
| 7882                | 35812               | SG 09<br>RC-28     | Public Aid Caseworker II                              |                     |                     |                    | C                  |
| 7883                | 35813               | SG 12<br>RC-27     | Public Aid Caseworker III                             |                     |                     |                    | C                  |
| 7884                | 35814               | SG 14<br>RC-27     | Public Aid Caseworker IV                              |                     |                     |                    | C                  |
| 7885                | 35815               | SG 15<br>RC-27     | Public Aid Caseworker V                               |                     |                     |                    | C                  |

FROM:

TO:

PROCESSED CODES:

| Spec<br>Code | Pos.<br>Code | Sal.<br>Gr.       | REVISED CLASSES<br>Effective July 16, 1982 | Spec<br>Code | Pos.<br>Code | EEOC<br>Code | Sal.<br>Gr. |
|--------------|--------------|-------------------|--|--------------|--------------|--------------|-------------|
| 7886         | 35816        | MC 05             | Public Aid Caseworker VI                   | C            |              |              |             |
| 7887         | 35817        | MC 06             | Public Aid Caseworker VII                  | C            |              |              |             |
| 5951         | 36611        | SG 14             | Public Health Program Specialist I         | C            |              |              |             |
| 5952         | 36612        | SG 16             | Public Health Program Specialist II        | C            |              |              |             |
| 7451         | 38151        | SG 13             | Rehabilitation Counselor I                 | C            |              |              |             |
| 7452         | 38152        | SG 15             | Rehabilitation Counselor II                | C            |              |              |             |
| 7453         | 38153        | SG 17             | Rehabilitation Counselor III               | C            |              |              |             |
| 7467         | 38155        | SG 09             | Rehabilitation Counselor Aide I            | C            |              |              |             |
| 7468         | 38156        | SG 11             | Rehabilitation Counselor Aide II           | C            |              |              |             |
|              | RC-28        |                   |  |              |              |              |             |
| 7461         | 38181        | MC 09             | Rehabilitation Services Supv I             | C            |              |              |             |
| 7624         | 41295        | SG 11             | Social Service Community Planner           | C            |              |              |             |
|              | RC-28        |                   |  |              |              |              |             |
| 7625         | 41311        | SG 14             | Social Service Program Planner I           | C            |              |              |             |
|              | RC-27        |                   |  |              |              |              |             |
| 7626         | 41312        | SG 16             | Social Service Program Planner II          | C            |              |              |             |
|              | RC-27        |                   |  |              |              |              |             |
| 7627         | 41313        | MC 07             | Social Service Program Planner III         | C            |              |              |             |
| 7628         | 41314        | MC 09             | Social Service Program Planner IV          | C            |              |              |             |
| 7631         | 41401        | SG 13             | Social Worker I                            | C            |              |              |             |
|              | RC-27        |                   |  |              |              |              |             |
| 7632         | 41402        | SG 15             | Social Worker II                           | C            |              |              |             |
|              | RC-27        |                   |  |              |              |              |             |
| 7633         | 41403        | PT                |  |              |              |              |             |
|              | SG 16        | Social Worker III |  |              |              |              |             |
|              | RC-27        | PT                |  |              |              |              |             |

FROM:

TO:

PROCESSED CODES:

| Spec<br>Code | Pos.<br>Code | Sal.<br>Gr. | REVISED CLASSES<br><u>Effective July 16, 1982</u> | Spec<br>Code | Pos.<br>Code                  | EEOC<br>Code | Sal.<br>Gr. |
|--------------|--------------|-------------|---|--------------|-------------------------------|--------------|-------------|
| 7634         | 411404       | SG 18       | Social Worker IV                                  | RC-27        |                               |              | C           |
| 7382         | 433662       | MC 11       | Supervising Psychologist II                       |              |                               |              | C           |
| 7641         | 433671       | MC 07       | Supervising Social Worker I                       |              |                               |              | C           |
| 7642         | 433672       | MC 08       | Supervising Social Worker II                      |              |                               |              | C           |
| 1521         | 44401        | SG 02       | Switchboard Operator I                            |              |                               |              | C           |
| 1522         | 44402        | SG 04       | Switchboard Operator II                           | RC-14        |                               |              | C           |
| 1523         | 44403        | SG 06       | Switchboard Operator III                          |              |                               |              | C           |
| 1984         | 47071        | SG 11       | Unemployment Insurance Claims                     |              |                               |              | C           |
| 1981         | 47061        | SG 06       | Unemployment Insurance Claims                     | RC-28        | Supervisor I                  |              | C           |
| 1982         | 47062        | SG 08       | Unemployment Insurance Claims                     | RC-28        | Technician I                  |              | C           |
| 1983         | 47063        | SG 09       | Unemployment Insurance Claims                     | RC-28        | Technician II                 |              | C           |
| 1961         | 47081        | SG 11       | Unemployment Insurance Rep I                      | RC-27        | Technician III                |              | C           |
| 1962         | 47082        | SG 13       | Unemployment Insurance Rep II                     | RC-27        | Unemployment Insurance Rep I  |              | C           |
| 1963         | 47083        | SG 15       | Unemployment Insurance Rep III                    | RC-27        | Unemployment Insurance Rep II |              | C           |

NOTE: A study of all positions subject to the Personnel Code reported as requiring bilingual speaking and/or writing abilities has been completed. Pursuant to the Civil Service Commission's directive, the above list of class titles have a bilingual option statement located under the Desirable Requirements section of the class specification. The bilingual option statement will read thus: "In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals."

PAY PLAN  
PART II-SCHEDULE OF RATES

Section 8.00 DESIGNATED RATE

Department of Central Management Services

INSERT ----- Administrative Services Program Executive  
(Pos. No. 00580-37-20-000-00-01)

IN-HIRING RATES

| <u>Title</u>   | <u>In-Hiring Salary</u> | <u>Effective Date</u> |
|--|-------------------------|-----------------------|
| Accounting and Fiscal Administration Career Trainee (Step 3) | \$1,342                 | 07-01-82              |
| Correctional Officer (Step 2)                                | 1,332                   | 07-01-82              |
| Correctional Officer Trainee (Step 4)                        | 1,219                   | 07-01-82              |
| Environmental Engineer I                                     | 1,550                   | 12-01-81              |
| Environmental Engineer II                                    | 1,650                   | 12-01-81              |
| Environmental Protection Engineer I                          | 1,550                   | 05-16-81              |
| Environmental Protection Engineer II                         | 1,650                   | 05-16-81              |

Transmittal #10  
July 20, 1982  
Bureau of Personnel  
Division of Technical Services  
Standards and Pay Section

IL 37Pa

1982

Supt. 11

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
NOTIFICATION OF REVISIONS IN CLASSIFICATION AND PAY PLAN  
AUGUST 1, 1982

## FROM:

| Spec<br>Code | Pos.<br>Code | Sal.<br>Gr. | REVISED CLASSES<br>Effective August 1, 1982 | Spec<br>Code | Pos.<br>Code | EEOC<br>Code | Sal.<br>Gr. |
|--------------|--------------|-------------|---|--------------|--------------|--------------|-------------|
| 3340         | 26370        | MC 11       | Medical Center Chief Engineer               |              |              |              | C           |
| 0107         | 35700        | TR          | Public Administration Intern                |              |              |              | C           |
| 0173         | 00118        | SG 07       | Account Technician Trainee                  |              |              |              | C           |
| 1350         | 00600        | SG 02       | Administrative Service Worker Tr            |              |              |              | C           |
| 0168         | 00140        | SG 12       | Accounting and Fiscal Administration        |              |              |              | C           |
| 1794         | 01255        | SG 12       | Appraisal Specialist Trainee                |              |              |              | C           |
| 7670         | 06705        | SG 03       | Case Service Coordinator Trainee            |              |              |              | C           |
| 7106         | 07179        | SG 04       | Child Care Service Worker Trainee           |              |              |              | C           |
| 0009         | 08050        | TR          | Clerical Trainee                            |              |              |              | C           |
| 0452         | 08956        | SG 10       | Compliance Officer Trainee                  |              |              |              | C           |
| 1694         | 09005        | TR          | Computer Systems Software Specialist        |              |              |              | C           |
|              |              |             | Career Trainee                              |              |              |              | C           |
| 8415         | 09359        | SG 11       | Conservation Police Officer Trainee         |              |              |              | C           |
| 0637         | 10235        | SG 14       | Criminal Justice Specialist Trainee         |              |              |              | C           |
| 1675         | 11425        | SG 14       | Data Processing Analyst Trainee             |              |              |              | C           |
| 0046         | 13167        | SG 12       | Elections Specialist Trainee                |              |              |              | C           |
| 0876         | 14978        | SG 13       | Financial Institutions Examiner             |              |              |              | C           |
|              |              |             | Trainee                                     |              |              |              | C           |
| 0600         | 15209        | SG 05       | Fingerprint Technician Trainee              |              |              |              | C           |
| 0110         | 17325        | SG 12       | Governmental Career Trainee                 |              |              |              | C           |
| 0103         | 17330        | TR          | Governmental Services Worker Trainee        |              |              |              | C           |
| 6305         | 18165        | SG 10       | Health Physics Technician Trainee           |              |              |              | C           |
| 2307         | 18263        | SG 04       | Hearing and Speech Technician               |              |              |              | C           |
|              |              |             | Trainee, Option A                           |              |              |              | C           |
| 2307         | 18264        | SG 08       | Hearing and Speech Technician               |              |              |              | C           |
|              |              |             | Trainee, Option B                           |              |              |              | C           |
| 7720         | 19786        | SG 12       | Human Services Consultant Trainee           |              |              |              | C           |

## TO:

## PROCESSED CODES:

(A number of trainee titles have been revised to indicate a typical training program duration range of from six to twelve months. This range conforms with department policy and currently established training programs.)

UNIVERSITY OF ILLINOIS  
AT URBANA-CHAMPAIGNDEPOSITORY  
1033

- 2 -

PROCESSED CODES:

FROM:

| Spec Code | Pos. Code | Sal. Gr. | REVISED CLASSES Effective August 1, 1982        | TO: | Spec Code | Pos. Code | EEOC Code | Sal. Gr. |
|-----------|-----------|----------|---|-----|-----------|-----------|-----------|----------|
| 0060      | 21125     | SG 10    | Industrial Services Consultant Trainee          |     | C         | C         | C         | C        |
| 0940      | 21566     | SG 07    | Insurance Analyst Trainee                       |     | C         | C         | C         | C        |
| 7680      | 22856     | SG 12    | Labor Relations Administrator Trainee           |     | C         | C         | C         | C        |
| 6140      | 23600     | SG 12    | Life Science Career Trainee                     |     | C         | C         | C         | C        |
| 6927      | 26063     | SG 10    | Meat and Poultry Inspector Trainee              |     | C         | C         | C         | C        |
| 0206      | 26817     | SG 15    | Mental Health Administrator Trainee             |     | C         | C         | C         | C        |
| 7495      | 26914     | SG 13    | Mental Health Rehabilitation External Trainee   |     | C         | C         | C         | C        |
| 7664      | 26928     | SG 11    | Mental Health Specialist Trainee                |     | C         | C         | C         | C        |
| 6644      | 27021     | SG 03    | Mental Health Technician Trainee I              |     | C         | C         | C         | C        |
| 6645      | 27022     | SG 08    | Mental Health Technician Trainee II             |     | C         | C         | C         | C        |
| 1658      | 27137     | SG 09    | Methods and Procedures Career Associate Trainee |     | C         | C         | C         | C        |
| 5265      | 32985     | SG 09    | Police Officer Trainee                          |     | C         | C         | C         | C        |
| 1670      | 34705     | SG 06    | Programmer Trainee                              |     | C         | C         | C         | C        |
| 7466      | 38157     | SG 07    | Rehabilitation Counselor Aide Trainee           |     | C         | C         | C         | C        |
| 2350      | 38187     | SG 12    | Rehabilitation Teacher Trainee                  |     | C         | C         | C         | C        |
| 6835      | 38191     | SG 05    | Rehabilitation Workshop Instructor Trainee      |     | C         | C         | C         | C        |
| 6760      | 39905     | SG 09    | Security Therapy Aide Trainee                   |     | C         | C         | C         | C        |
| 6880      | 41320     | SG 12    | Social Services Career Trainee                  |     | C         | C         | C         | C        |
| 0630      | 41717     | SG 14    | Special Agent Trainee                           |     | C         | C         | C         | C        |
| 0220      | 44818     | SG 06    | Tax Examiner Trainee                            |     | C         | C         | C         | C        |
| 3518      | 45302     | SG 11    | Telecommunications Field Advisor Trainee        |     | C         | C         | C         | C        |

Transmittal #11  
August 2, 1982  
Bureau of Personnel  
Division of Technical Services  
Standards and Pay Section

251.1  
1982  
10/6/37pa

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
NOTIFICATION OF REVISIONS IN CLASSIFICATION AND PAY PLAN  
SEPTEMBER 1, 1982

UNIVERSITY OF ILLINOIS  
AT URBANA CHAMPAIGN

FROM:

TO:

PROCESSED CODES:

| Spec<br>Code | Pos.<br>Code | Sal.<br>Effect<br>ive | ABOLISHED CLASSES<br>Sept. 1, 1982 | Spec<br>Code            | Pos.<br>Code | EEOC<br>Sal.<br>Effect<br>ive | NEW CLASS<br>Sept. 1, 1982 |
|--------------|--------------|-----------------------|------------------------------------|-------------------------|--------------|-------------------------------|----------------------------|
| 0183         | 38410        | 1                     | MC 16                              | Revenue Deputy Director | D            |                               |                            |

|      |       |       |  |      |       |       |  |
|------|-------|-------|--|------|-------|-------|--|
| 7089 | 08930 | SG 18 | Community Services Consultant<br>RC-27     | 7084 | 08931 | MC 05 | Community Services Supervisor I        |
| 7085 | 08932 | MC 07 | Community Services Supervisor II           | 7086 | 08933 | MC 09 | Community Services Supervisor III      |
| 7087 | 08934 | MC 12 | Community Services Supervisor IV           | 7081 | 08941 | SG 09 | Community Services Worker I<br>RC-28   |
| 7082 | 08942 | SG 11 | Community Services Worker II<br>RC-28      | 7083 | 08943 | SG 14 | Community Services Worker III<br>RC-27 |
| 7755 | 49300 | SG 15 | Welfare Administrative Intern,<br>Option B |      |       |       |  |

REVISED CLASS  
Effective Sept. 1, 1982

7755 49299 SG 13 Welfare Administrative Intern, → 7755 49299 2 SG13 Welfare Administrative Intern  
Option A

EEOC CODE CHANGE

Effective Sept. 1, 1982

6135 18159 Health Physicist V

From 3 to 2

PAY PLAN  
PART II - SCHEDULE OF RATES

Section 8.00

DESIGNATED RATE

Department of Law Enforcement

RATE CHANGE -- Law Enforcement Program Executive  
(Pos. No. 23250-21-70-000-00-01)

Annual Salary  
\$39,960  
41,958

Eff. August 1, 1982

Department of Public Aid

DELETE ----- Administrative Assistant IV  
(Pos. No. 00504-33-00-000-20-51)

Annual Salary  
\$35,000

Eff. August 16, 1982

Delete from your listing of titles eligible for overtime issued August 3, 1981:

Community Services Supervisor I

Straight-time Overtime

Transmittal #12  
September 2, 1982  
Bureau of Personnel  
Division of Technical Services  
Standards and Pay Section

351.1  
I 1637pa  
1982  
Sup. 13

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
NOTIFICATION OF REVISIONS IN CLASSIFICATION AND PAY PLAN  
OCTOBER 1, 1982

RECEIVED  
UNIVERSITY OF ILLINOIS  
AT URBANA CHAMPAIGN

---

Spec Pos. SALARY GRADE CHANGE  
Code Code Effective October 1, 1982

7826 48165 Vocational Assessment Supervisor From MC 07 to MC 08

PAY PLAN  
PART II - SCHEDULE OF RATES

Section 8.00 DESIGNATED RATE

Department of Central Management Services

|  | <u>Annual Salary</u> | <u>Effective</u> |
|--|----------------------|------------------|
| ADD -----Administrative Services Program Executive<br>(Pos. No. 00580-37-09-000-00-01) | \$49,632             | 7/1/82           |

Transmittal #13  
October 1, 1982  
Bureau of Personnel  
Division of Technical Services  
Test Development, Standards and Pay Section



1982  
Aug. 14  
100-188  
UNIVERSITY OF ILLINOIS  
AT URBANA-CHAMPAIGN

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
NOTIFICATION OF REVISIONS IN CLASSIFICATION AND PAY PLAN  
OCTOBER 15, 1982

PROCESS CODES:

FROM:

TO:

| Spec<br>Code | Pos.<br>Code | Sal.<br>Gr. | REVISED CLASS<br>Effective October 15, 1982 | Spec<br>Code | Pos.<br>Code | EEOC<br>Code | Sal.<br>Gr. | NEW CLASS<br>Effective October 15, 1982 |
|--------------|--------------|-------------|---|--------------|--------------|--------------|-------------|---|
| 2000         | 13100        | RC-27       | Educator                                    |              |              |              |             | C                                       |
| 8325         | 27145        | MC 06       | Metrologist                                 |              |              |              |             | A                                       |
|              |              |             |   |              |              |              |             | D                                       |

8324 27146 3 SG 12 Metrologist Associate

8324 27146 3 SG 12 Metrologist Associate

D

IN-HIRING RATES

| Title             | In-Hiring Salary | Effective Date |
|-------------------|------------------|----------------|
| Civil Engineer I  | \$1,550          | 10-16-82       |
| Civil Engineer II | \$1,650          | 10-16-82       |

Add to your listing of titles eligible for overtime issued August 3, 1981:

Metrologist Associate

Time and Half Overtime

Transmittal #14  
October 15, 1982  
Bureau of Personnel  
Division of Technical Services  
Test Development, Standards and Pay Section



351.1  
IL637 PA

ERRATA FOR TRANSMITTAL #1  
PAY PLAN REVISION

ATTACHED ARE CORRECTED COPIES OF CLASS SPECIFICATIONS FORWARDED TO YOU WITH "TRANSMITTAL #1-1981". PLEASE DISCARD THOSE ORIGINALLY RECEIVED AND RETAIN THE ATTACHED FOR YOUR FILES.

DISTINGUISHING FEATURES OF T

Under direct supervision, for a period not to exceed twelve months, receives orientation and training in the functions of the Office of the Secretary of State and State Government; performs limited assignments of a research or administrative nature as requested by the operating manager.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Receives orientation and training in the programs, operating procedures and nature of the functions of the Office of the Secretary of State and State Government in general.
2. Participates and attends counseling sessions, seminars and presentations pertaining to State Government and the Office of the Secretary of State designed to enhance knowledges of the subject matter.
3. Performs limited assignments as requested by the operating manager in the area of assignment; performs research or handles administrative details.
4. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires recent graduation from a college or university.

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Knowledges, Skills and Abilities

Requires elementary knowledge of the basic structure of Government in the United States.

Requires working knowledge of business English, spelling and mathematics.

Requires ability to profit from formalized and on-the-job orientation and training.

Requires ability to communicate effectively both orally and in writing.

Requires ability to apply knowledges gained to limited work assignments of an administrative nature.

EXAMINATION INFORMATION

Agency-selected.

Approved by the Secretary of State Merit Commission - March 10, 1981

Effective - March 16, 1981



OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF PERSONNEL

PUBLIC SERVICE INTERN

Position Code: K7407

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Receives orientation and training in the programs, operating procedures and nature of the functions of the Office of the Secretary of State and State Government in general.
2. Participates and attends counseling sessions, seminars and presentations pertaining to State Government and the Office of the Secretary of State designed to enhance knowledges of the subject matter.
3. Performs limited assignments as requested by the operating manager in the area of assignment; performs research or handles administrative details.
4. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires recent graduation from a college or university.

Knowledges, Skills and Abilities

Requires elementary knowledge of the basic structure of Government in the United States.

Requires working knowledge of business English, spelling and mathematics.

Requires ability to profit from formalized and on-the-job orientation and training.

Requires ability to communicate effectively both orally and in writing.

Requires ability to apply knowledges gained to limited work assignments of an administrative nature.

EXAMINATION INFORMATION

Agency-selected.

Approved by the Secretary of State Merit Commission - March 10, 1981

Effective - March 16, 1981

REPOSITION  
JUL 7 1981  
UNIV. OF SOUTH CAROLINA LIBRARY  
ATLANTA LIBRARY



OFFICE OF THE SECRETARY OF STATE

DEPARTMENT OF PERSONNEL

PUBLIC INQUIRY OPERATOR

Position Code: K7370

DISTINGUISHING FEATURES OF THE CLASS

Under general direction, furnishes the public with information and guidance pertaining to a wide variety of complex policies and procedures pertaining to the Office of the Secretary of State; assembles and records information thoroughly and quickly; maintains a high degree of decision-making in stress situations.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Answers all incoming local and long distance calls on the 800 Line; confers with caller to determine nature and complexity of inquiry.
2. Verifies information by use of CRT, Microfiche, Microfilm and other office equipment; specifies to caller what current records indicate and yields direction to expedite resolution of problem by providing proper procedures; makes indepent decisions pursuant to policy.
3. Assists callers with information regarding inquiries pertaining to Driving Records, Corporations, Vehicle Titles and Transfers, Notary Public, Vanity Plates, and any other information requested that comes under the jurisdiction of the Secretary of State.
4. Prepares worksheets from transmitted information that must be corrected within the Office of the Secretary of State; distributes the material in writing to the proper Secretary of State division for processing; mails proper forms to the public giving guidance as to the proper procedure for completing.
5. Answers calls pertaining to a variety of topics not related to the Office of the Secretary of State policies and procedures; advises the public of proper number to call to resolve problem.
6. Records all calls by topic of inquiry.
7. Performs other duties as required or assigned.

PUBLIC INQUIRY OPERATOR (Cont.)

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school.

Requires successful completion of the Public Inquiry Operator Trainee course or equivalent training and experience.

Knowledges, Skills and Abilities

Requires thorough knowledge of telephone etiquette.

Requires working knowledge of office machines, such as; CRT, Microfiche, Microfilm and others as required.

Requires elementary knowledge of public relations.

Requires the ability to communicate with the public on a one-to-one basis.

Requires the ability to maintain good working relationships with other employees.

Requires the ability to operate in an independent manner.

Requires the ability to work under stress situations.

Requires the ability to obtain operational records and give information from these sources.

Requires the ability to retain pertinent Secretary of State policies and procedures.

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: One Year

Salary Range: Minimum - \$752 Maximum - \$944

NR Minimum - \$850 Maximum - \$1,100

Approved by the Secretary of State Merit Commission - March 10, 1981

Effective - March 10, 1981

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF PERSONNEL

COMPUTER SYSTEMS SOFTWARE SPECIALIST III

Position Code: K2403

DISTINGUISHING FEATURES OF THE CLASS

Under direction, as a specialist and senior software technician; plans, implements and facilitates complex technical interface functions between systems programs and the data processing hardware to determine the most effective methods of software installation and modification in a major phase of the software function; serves as project or team leader for software installation, modification, and maintenance in the area of assignment.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Conducts large-scale complex computer software implementation duties relative to the interface functions between systems programs and the data processing hardware.
2. Provides software development program consultative services to users, data processing management and systems analysis staff.
3. Performs large-scale computer systems generation or implementation of vendor supplied software, in one or more major software phases such as multiprogrammed multiprocessing operating systems with extensive teleprocessing or extensive remote job entry; implements extensive custom software to fulfill unique user requirements.
4. Performs extensive maintenance of large computer systems on software of vendor or custom origin; prepares complex custom software.
5. Performs systems tuning and measurement functions of large scope to improve performance of the operating system and other software systems to achieve optimum utilization of the computer hardware.
6. Coordinates applied research projects of software development which will facilitate the evolution from the existing technology to the next generation of computer systems.
7. Reviews new vendor software releases for applicability to existing software routines; makes recommendations on the necessity or desirability of utilizing new software releases or portions thereof.
8. Prepares comprehensive documentation of system innovations.
9. Performs other duties as required or assigned.

COMPUTER SYSTEMS SOFTWARE SPECIALIST III (Continued)

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to successful completion of four years college, preferably with a major in computer science or mathematics, statistics or accounting, and three years of progressively responsible professional experience in technical software programming, such as operating system control programs, teleprocessing control programs and similar techniques, or four years of progressively responsible professional software experience in the installation, modification and adaption of vendor-supplied or custom software, one of which can be gained by completion of an agency-approved training program.

Knowledges, Skills and Abilities

Requires thorough knowledge of the theory and functions of computer systems, machine logic, storage and number systems.

Requires thorough knowledge of computer and communications hardware capabilities in relation to specific data processing requirements.

Requires thorough knowledge of vendor supplied software and operating systems and communications support for large computer systems.

Requires extensive knowledge of data processing systems including the analysis, design and control of information and the advantage of computer communication as well as information management systems.

Requires ability to establish and maintain satisfactory public contacts and working relationships with agency officials, vendors and other outside organizational representatives.

Requires ability to conduct extensive software research projects and makes appropriate revisions to the system.

Requires ability to coordinate the activities of programming and systems analysts to accomplish the desired improvements in the software program.

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year

Salary Range: Minimum - \$1,431 Maximum - \$2,328

Approved by the Secretary of State's Merit Commission - March 10, 1981

Effective - March 16, 1981

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF PERSONNEL

MAINTENANCE PLUMBER FOREMAN

Position Code: K5520

DISTINGUISHING FEATURES OF THE CLASS

Under direction, performs plumbing work at the level of master craftsman; assigns, directs and checks the work of a group of journeymen in all phases, of plumbing and steamfitting.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Assigns journeymen to trade tasks in the repair, maintenance, construction or alteration of all plumbing and heating problems.
2. Directs the work of craftsmen in a well equipped shop.
3. Makes estimates of materials needed and time allotments for completion of jobs.
4. Performs other related duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of eight years of elementary school and five years experience as a journeyman plumber.

Knowledges, Skills and Abilities

Requires extensive knowledge of all tools, materials, methods, practices and hazards of the trade.

Requires ability to direct journeymen plumbers and fitters.

Requires ability to perform all tasks usually associated with journeymen plumbers and fitters.

Requires ability to interpret work plans.

Requires ability to arithmetical computations and estimations of materials needed.

Approved by the Secretary of State Merit Commission - April 14, 1981

Effective - April 16, 1981



351.1

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1981  
SVP.

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF PERSONNEL

TRANSMITTAL #2 - 1981

SUBJ/FCT: Amendments to Classification Plan, Pay Plan, Schedule of Salary Grades, Alphabetic Index of Position Titles and Examination Information

NEW CLASS

| <u>Position Code</u> | <u>Position Title</u>          | <u>Salary Grade</u> | <u>Approved</u> | <u>Effective</u> |
|----------------------|--------------------------------|---------------------|-----------------|------------------|
| K5520                | Maintenance Plumber<br>Foreman | PR                  | 4-14-81         | 4-16-81          |



351.1  
18637PA  
Sup.

STATE OF ILLINOIS  
DEPARTMENT OF PERSONNEL

FROM: Louis J. Giordano  
Acting Director  
Department of Personnel  
503 Wm. G. Stratton Building  
Springfield, Illinois 62706

SUBJECT: REVISION IN CLASSIFICATION PLAN AND PAY PLAN EFFECTIVE JULY 16, 1981

By action of the Illinois Civil Service Commission on July 16, 1981, the interim approval of the revision to the Fingerprint Technician Series on July 1, 1981, was rescinded. This action serves to restore the Fingerprint Technician III as if the title had not been abolished. And consequently, the establishment of the Fingerprint Technician Supervisor I and II has been removed.

| Spec<br>Code | Pos.<br>Code | Sal.<br>Gr. | Title                          | Effective<br>Date |
|--------------|--------------|-------------|--------------------------------|-------------------|
| 0601         | 15201        | RC-29       | Fingerprint Technician I       | 11-01-65          |
| 0602         | 15202        | RC-29       | Fingerprint Technician II      | 01-01-74          |
| 0603         | 15203        | RC-29       | Fingerprint Technician III     | 11-01-70          |
| 0600         | 15209        | SG 05       | Fingerprint Technician Trainee | 12-01-70          |

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AT URBANA-CHAMPAIGN

PART III - SCHEDULE OF RATES  
PAY PLAN

Department of Agriculture (RC-33-OCB)

Effective 7/1/81

|                               |        |        |
|-------------------------------|--------|--------|
| Meat and Poultry Inspector I  | \$1263 | \$1354 |
| Meat and Poultry Inspector II | 1326   | 1430   |

| Section 8.00 | <u>DESIGNATED RATE</u>                       |  |
|--------------|--|--|
|              | Department of Commerce and Community Affairs |  |
| INSERT ----- | Executive V (Pos. No. 13855-42-00-000-06-01) | Annual Salary<br>\$44,000<br>Eff. 7/1/81 |
| DELETE ----- | Executive V (Pos. No. 13855-42-00-000-01-01) | Annual Salary<br>\$40,000                |

Transmittal #12  
July 17, 1981  
Standards & Pay Section

STATE OF ILLINOIS  
DEPARTMENT OF PERSONNEL

DEPOSITORY

FROM: Louis J. Giordano  
Director  
Department of Personnel  
503 Wm. G. Stratton Building  
Springfield, Illinois 62706

SUBJECT: REVISION IN CLASSIFICATION PLAN AND PAY PLAN EFFECTIVE SEPTEMBER 1, 1981

FROM:

TO:

| Spec<br>Code | Pos.<br>Code | Sal.<br>Gr. | ABOLITIONS<br>Effective September 1, 1981 | Spec<br>Code | Pos.<br>Code | EEOC<br>Code | Sal.<br>Gr. | NEW CLASSES<br>Effective September 1, 1981 |
|--------------|--------------|-------------|---|--------------|--------------|--------------|-------------|--|
| 0700         | 01520        | RC-29       | Arson Investigator                        | 3611         | 29001        | 2            | MC 04       | Nuclear Engineer I                         |
| 0711         | 12300        | RC-29       | Deputy Fire Marshal                       | 3612         | 29002        | 2            | MC 06       | Nuclear Engineer II                        |
| 0712         | 43549        | SG 15       | Supervising Deputy Fire<br>Marshal        | 3613         | 29003        | 2            | MC 08       | Nuclear Engineer III                       |
|              |              |             |   | 3614         | 29004        | 2            | MC 10       | Nuclear Engineer IV                        |
|              |              |             |   | 3615         | 29005        | 2            | MC 12       | Nuclear Engineer V                         |
|              |              |             |   | 3620         | 29015        | 1            | MC 14       | Nuclear Safety Executive                   |
|              |              |             |   | 3601         | 29021        | 2            | MC 03       | Nuclear Safety Specialist I                |
|              |              |             |   | 3602         | 29022        | 2            | MC 05       | Nuclear Safety Specialist II               |
|              |              |             |   | 3603         | 29023        | 2            | MC 08       | Nuclear Safety Specialist III              |
|              |              |             |   | 3604         | 29024        | 2            | MC 10       | Nuclear Safety Specialist IV               |
|              |              |             |   | 3605         | 29025        | 2            | MC 12       | Nuclear Safety Specialist V                |

PROCESSED BY:

Field Office

REVISED CLASSES  
Effective September 1, 1981

|      |       |       |                        |
|------|-------|-------|------------------------|
| 6132 | 18156 | SG 17 | Health Physicist II    |
|      |       | RC-27 |                        |
| 6133 | 18157 | MC 08 | Health Physicist III   |
| 6134 | 18158 | MC 10 | Health Physicist IV    |
| 6135 | 18159 | MC 12 | Health Physicist V     |
| 3064 | 13174 | MC 10 | Electrical Engineer IV |

SEP 2, 1981  
STATE OF ILLINOIS  
UNIVERSITY OF CHAMPAIGN  
AT URBANA  
EEOC Code

1 = Administrative  
2 = Professional

PAY PLAN  
PART II-SCHEDULE OF RATES

Section 8.00 DESIGNATED RATE

Department of Public Health

|        |      |  |                                  |
|--------|------|--|----------------------------------|
| DELETE | ---- | Environmental Control Engineer III<br>(Pos. No. 13743-20-56-030-00-03) | <u>Annual Salary</u><br>\$31,000 |
| DELETE | ---- | Environmental Control Engineer III<br>(Pos. No. 13743-20-56-020-00-01) | <u>Annual Salary</u><br>\$34,125 |
| DELETE | ---- | Environmental Control Engineer III<br>(Pos. No. 13743-20-56-030-00-01) | <u>Annual Salary</u><br>\$33,000 |
| DELETE | ---- | Health Physicist III<br>(Pos. No. 18157-20-56-010-00-01)               | <u>Annual Salary</u><br>\$27,500 |

Department of Nuclear Safety

|        |      |  |                                  |                |
|--------|------|--|----------------------------------|----------------|
| INSERT | ---- | Environmental Control Engineer III<br>(Pos. No. 13743-43-10-000-00-02) | <u>Annual Salary</u><br>\$33,000 | (Eff. 8/16/81) |
|--------|------|--|----------------------------------|----------------|

Transmittal #15  
September 2, 1981  
Standards & Pay Section

351.1  
IL637PA  
1981  
SQR.

State of Illinois  
DEPARTMENT OF PERSONNEL

FROM: Louis J. Giordano

Acting Director

Department of Personnel  
503 Wm. G. Stratton Building  
Springfield, Illinois 62706

SUBJECT: REVISION IN CLASSIFICATION PLAN AND PAY PLAN EFFECTIVE MAY 16, 1981

FROM:

TO:

PROCESSED BY:

| Spec<br>Code | Pos.<br>Code | Sal.<br>Gr. | ABOLISHED CLASSES<br><u>Effective May 16, 1981</u> | Spec<br>Code | Pos.<br>Code | EEOC<br>Sal.<br><u>Effective May 16, 1981</u> | NEW CLASSES<br><u>Effective May 16, 1981</u> |
|--------------|--------------|-------------|--|--------------|--------------|---|--|
|--------------|--------------|-------------|--|--------------|--------------|---|--|

|      |       |       |                          |      |       |   |                           |
|------|-------|-------|--------------------------|------|-------|---|---------------------------|
| 0461 | 23561 | RC-29 | Licensing Specialist I → | 0461 | 23568 | 3 | RC-29 Licensing Assistant |
|------|-------|-------|--------------------------|------|-------|---|---------------------------|

|        |      |      |      |      |      |      |
|--------|------|------|------|------|------|------|
| \$0867 | 0898 | 0928 | 0961 | 0992 | 1025 | 1059 |
|--------|------|------|------|------|------|------|

|      |       |       |                           |      |       |   |                           |
|------|-------|-------|---------------------------|------|-------|---|---------------------------|
| 0462 | 23562 | RC-29 | Licensing Specialist II → | 0462 | 23569 | 3 | RC-29 Licensing Inspector |
|------|-------|-------|---------------------------|------|-------|---|---------------------------|

|        |      |      |      |      |      |      |
|--------|------|------|------|------|------|------|
| \$1009 | 1052 | 1092 | 1136 | 1178 | 1219 | 1262 |
|--------|------|------|------|------|------|------|

|      |       |       |                            |      |       |   |                                |
|------|-------|-------|----------------------------|------|-------|---|--------------------------------|
| 0463 | 23563 | RC-29 | Licensing Specialist III → | 0463 | 23571 | 3 | RC-29 Licensing Investigator I |
|------|-------|-------|----------------------------|------|-------|---|--------------------------------|

|        |      |      |      |      |      |      |
|--------|------|------|------|------|------|------|
| \$1104 | 1151 | 1201 | 1248 | 1297 | 1346 | 1395 |
|--------|------|------|------|------|------|------|

|      |       |       |                           |      |       |   |                                 |
|------|-------|-------|---------------------------|------|-------|---|---------------------------------|
| 0464 | 23564 | MC 03 | Licensing Specialist IV → | 0464 | 23572 | 3 | SG 14 Licensing Investigator II |
|------|-------|-------|---------------------------|------|-------|---|---------------------------------|

|      |       |       |                          |      |       |   |                            |
|------|-------|-------|--------------------------|------|-------|---|----------------------------|
| 0465 | 23565 | MC 05 | Licensing Specialist V → | 0465 | 23575 | 2 | MC 05 Licensing Supervisor |
|------|-------|-------|--------------------------|------|-------|---|----------------------------|

|      |       |       |                         |                |
|------|-------|-------|-------------------------|----------------|
| 0466 | 23566 | MC 07 | Licensing Specialist VI | Central Office |
|------|-------|-------|-------------------------|----------------|

Field Office

ADDITION, HR-12  
Effective July 1, 1980

|      |       |       |  |   |                   |
|------|-------|-------|--|---|-------------------|
| 0172 | 00116 | SG 11 | Account Technician II                  | 2 | <u>EEOC CODES</u> |
|      |       | HR-12 | (\$1014 1057 1097 1141 1183 1224 1267) | 3 | 2 = Professional  |
|      |       | RC-14 |  |   | 3 = Technician    |
|      |       | OSR   |  |   |                   |

DEPOSITORY  
7/1981  
JUL  
UNIVERSITY OF ILLINOIS SPRINGFIELD

IN-HIRING RATES

| <u>TITLE</u>                         | <u>IN-HIRING SALARY</u> | <u>EFFECTIVE DATE</u> |
|--------------------------------------|-------------------------|-----------------------|
| Environmental Control Engineer I     | \$1,550                 | 5-16-81               |
| Environmental Control Engineer II    | 1,650                   | 5-16-81               |
| Environmental Protection Engineer I  | 1,550                   | 5-16-81               |
| Environmental Protection Engineer II | 1,650                   | 5-16-81               |

PART II-SCHEDULE OF RATES

Section 3.00 PART-TIME DAILY OR HOURLY SPECIAL SERVICES RATE

|                    |                  |            |
|--------------------|------------------|------------|
| Clerk I            | \$3.50 to \$4.00 | (per hour) |
| Clerk II           | \$4.00 to \$4.50 | (per hour) |
| Clerk III          | \$4.50 to \$5.25 | (per hour) |
| Clerk Typist I     | \$4.00 to \$4.50 | (per hour) |
| Clerk Typist II    | \$4.25 to \$5.00 | (per hour) |
| Maintenance Worker | \$3.50 to \$5.00 | (per hour) |
| Student Worker     | \$3.35 to \$5.46 | (per hour) |

Effective  
5-16-81

351.1 -  
ILLINOIS  
1981  
SIR.

State of Illinois  
DEPARTMENT OF PERSONNEL

FROM: Louis J. Giordano

Acting Director

Department of Personnel

503 Wm. G. Stratton Building  
Springfield, Illinois 62706

SUBJECT: REVISION IN CLASSIFICATION PLAN AND PAY PLAN EFFECTIVE MAY 1, 1981

FROM:

TO:

PROCESSED BY:

DEPOSITION 7/1981  
JUL 14 LIBRARY  
UNIV. OF ILLINOIS SPRINGFIELD  
2 = Professional

| Spec<br>Code | Pos.<br>Code | Sal.<br>Gr. | ABOLISHED CLASSES<br><u>Effective May 1, 1981</u> | Spec<br>Code | Pos.<br>Code | EEOC<br>Code | Sal.<br>Gr. | NEW CLASS<br><u>Effective May 1, 1981</u> |
|--------------|--------------|-------------|---|--------------|--------------|--------------|-------------|---|
|--------------|--------------|-------------|---|--------------|--------------|--------------|-------------|---|

|      |       |   |       |                     |
|------|-------|---|-------|---------------------|
| 0900 | 00187 | 2 | MC 05 | Actuarial Assistant |
|------|-------|---|-------|---------------------|

Field Office

FROM:

TO:

| Spec<br>Code | Pos.<br>Code | Sal.<br>Grd. | SALARY GRADE CHANGE<br><u>Effective 2/21/80</u> | Sal.<br>Grd. |
|--------------|--------------|--------------|---|--------------|
|--------------|--------------|--------------|---|--------------|

|      |       |             |                                     |             |
|------|-------|-------------|-------------------------------------|-------------|
| 2083 | 47683 | SG 19/RC-27 | Veterans Educational Specialist III | SG 21/RC-27 |
|------|-------|-------------|-------------------------------------|-------------|

| Step<br>1 | Step<br>2 | Step<br>3 | Step<br>4 | Step<br>5 | Step<br>6 | Step<br>7 |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|

|        |      |      |      |      |      |                     |
|--------|------|------|------|------|------|---------------------|
| \$1595 | 1679 | 1764 | 1850 | 1935 | 2018 | 2105 (Eff. 2/21/80) |
| \$1660 | 1744 | 1829 | 1915 | 2000 | 2083 | 2170 (Eff. 7/1/80)  |



351.1  
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1982  
sup. 15

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
NOTIFICATION OF REVISIONS IN CLASSIFICATION AND PAY PLAN  
NOVEMBER 1, 1982

UNIVERSITY OF ILLINOIS  
AT URBANA-CHAMPAIGN

PAY PLAN  
PART II-SCHEDULE OF RATES

Section 2.00 NEGOTIATED RATE

|                                       | <u>Salary Schedule - Maintenance Unit (RC-42-OCB)</u> |          |          |          |          |          |          | <u>Effective August 1, 1982</u> |
|---------------------------------------|---|----------|----------|----------|----------|----------|----------|---------------------------------|
|                                       | <u>1</u>  | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> | <u>6</u> | <u>7</u> |                                 |
| Building & Grounds Supervisor         | 1172  | 1213     | 1251     | 1292     | 1331     | 1371     | 1410     |                                 |
| Farm Lead Worker                      | 1072  | 1103     | 1133     | 1166     | 1197     | 1230     | 1264     |                                 |
| Grounds Supervisor                    | 1103  | 1136     | 1170     | 1205     | 1239     | 1274     | 1310     |                                 |
| Intermittent Laborer (Maintenance)    | 5.80  | 5.93     | 6.07     | 6.22     | 6.37     | 6.50     | 6.65     |                                 |
| Janitor I                             | 0946  | 0968     | 0990     | 1015     | 1039     | 1061     | 1085     |                                 |
| Janitor II                            | 0968  | 0990     | 1016     | 1040     | 1064     | 1090     | 1116     |                                 |
| Janitor III                           | 0990  | 1016     | 1041     | 1067     | 1094     | 1120     | 1147     |                                 |
| Laborer (Maintenance)                 | 0946  | 0968     | 0990     | 1015     | 1039     | 1061     | 1085     |                                 |
| Labor Maintenance Lead Worker         | 1072  | 1103     | 1133     | 1166     | 1197     | 1230     | 1264     |                                 |
| Maintenance Equipment Operator        | 1072  | 1103     | 1133     | 1166     | 1197     | 1230     | 1264     |                                 |
| Maintenance Worker                    | 1042  | 1072     | 1100     | 1130     | 1159     | 1190     | 1220     |                                 |
| Public Aid Maintenance Lead Worker I  | 1072  | 1103     | 1133     | 1166     | 1197     | 1230     | 1264     |                                 |
| Public Aid Maintenance Lead Worker II | 1214  | 1257     | 1297     | 1341     | 1383     | 1424     | 1467     |                                 |

Transmittal #15  
November 1, 1982  
Bureau of Personnel  
Division of Technical Services  
Test Development, Standards and Pay Section



3511  
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1982  
Sup. 9

ILLINOIS DEPARTMENT OF PERSONNEL  
NOTIFICATION OF REVISIONS IN CLASSIFICATION AND PAY PLAN  
JUNE 1, 1982

| Spec<br>Code | Pos.<br>Code | Sal.<br>Gr.    | SALARY GRADE DELETIONS<br><u>Effective May 16, 1982</u> |
|--------------|--------------|----------------|---|
| 7091         | 09827        | 86-13<br>RC-27 | Corrections Parole Agent I                              |
| 7092         | 09828        | 86-15<br>RC-27 | Corrections Parole Agent II                             |
|              |              |                | DELETION, RC-14<br><u>Effective March 1, 1982</u>       |
| 7799         | 00485        | SG 07<br>Re-14 | Adjudicative Services Assistant                         |

PAY PLAN  
PART II-SCHEDULE OF RATES

Section 3.00

PART-TIME DAILY OR HOURLY SPECIAL SERVICES RATE

INSERT ----- Labor Maintenance Lead Worker

\$5.00 to \$6.00 (per hour)

Eff. 5-1-82

Section 8.00

DESIGNATED RATE

Department of Commerce and Community Affairs

Annual Salary  
\$ 42,000

Eff. 5-1-82

Department of Mental Health and Developmental Disabilities

Annual Salary  
\$ 47,200

Eff. 4-1-82

DELETE ----- Executive V (Pos. No. 13855-22-15-001-00-01)

INSERT ----- Mental Health Program Executive (Pos. No. 26895-22-15-001-00-01) \$ 50,976

Eff. 4-1-82

UNIVERSITY OF ILLINOIS  
AT URBANA-CHAMPAIGN

Transmittal #8  
June 1, 1982  
Div. of Technical Services, Standards & Pay Section



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